

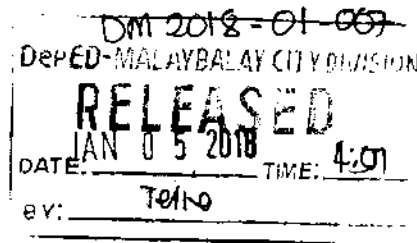


DIVISION MEMORANDUM

No. 007 s. 2018

TO: Chief Education Program Supervisors and Staff, CID and SGOD
Public Schools District Supervisors
School Heads Elementary, Junior High School, and Senior High School
All Section/Unit Heads
All Others Concerned

Edilberto L. Oplenaria
FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



DATE: January 5, 2018

RE: SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS) CSC FORM 212
REVISED 2017

1. This Office hereby directs the submission of updated and encoded PDS revised 2017 in two (2) hard copies not later than **January 15, 2018**.
2. Updated PDS shall be submitted per school in two (2) separate folders with a summary list of teachers in each folder for the 201 file and for the Enterprise Human Resource Information System (eHRIS) updating following the template below:

Summary List of Teachers

Name of School:								
No.	Name of Employee in alphabetical order (Surname, Given Name, MI)	Position	Under graduate course	College / Univ. graduated from	Education (post grad. if any)	College / Univ. graduate from (if any)	Orig. date of appointment	Last Date of Promotion
1.								
2.								

3. For compliance.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE