

RELEASED

Date: 7/14/14 Time: 9:26 AM
By: Mr. Knabell

Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Don Carlos St. Cor. Guingona St., Malaybalay City
Telefax: 0888132894 email: depedmlyblycity@yahoo.com

July 11, 2014

DIVISION MEMORANDUM
NO. 103, s. 2014

**SUBMISSION OF UPDATED ON PERSONAL DATA SHEET
FOR BOTH ELEMENTARY AND SECONDARY SCHOOLS**

- TO: All Education Program Supervisors
All District Supervisors
All Elementary/Secondary School Heads
All Elementary/Secondary Teachers
All Non-Teaching Personnel
This Division

All Teaching and Non-Teaching Personnel in the Division are required to submit updates on CSC Form 212 or Personal Data Sheet for their 201 files. Updates include any change of personal information like change of status, contact information, family and educational background, and/or additional trainings attended.

Only those who have updates on any or all of the aforementioned data shall submit to this Office one copy of updated Personal Data Sheet 2014 through the District offices. It is expected that the school/district offices shall retain their own copies of PDS. Deadline of submission is on July 21, 2014.

Compliance, immediate and wide dissemination of this memorandum is earnestly desired.


EDILBERTO L. OPLENARIA
Schools Division Superintendent