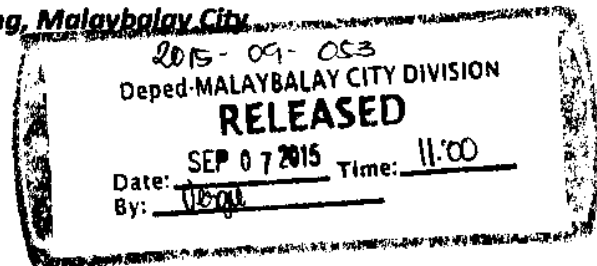




DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

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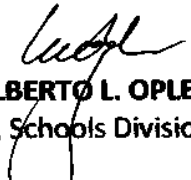
Sayre Highway, P6, Casisang, Malaybalay City



DIVISION MEMORANDUM

No. 323, s. 2015

To: Chief Education Supervisors and Staff (SGOD & CID)
School Heads (Elem. & Secondary)
Unit Heads and Staff
All Others Concerned
This Division

From: 
EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent

Date: August 26, 2015

Re: **SUBMISSION OF UPDATED CSC 212 OR PERSONAL DATA SHEET**

1. This Office hereby directs all concerned to submit an updated CSC 212 or Personal Data Sheet needed for the entry of personnel information into the Comprehensive Personnel Information System (C-PIS), an electronic database that will facilitate effective and effective records management.
2. The District Office shall prepare a consolidated report by school and submit to this office on or before September 11, 2015.
3. For strict compliance.

JLN/frp

cc: Records Unit

AD file