



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

DM 2021-02-051
DEPED MALAYBALAY CITY
RELEASED
DATE: FEB 04 2021 TIME: 10:57
Flaw

DIVISION MEMORANDUM

No. 051, s. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
School Heads (Elementary and Secondary)
All Others Concerned

FROM: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE: February 4, 2020

RE: SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 11, s. 2017, this Office hereby directs all employees to submit updated Personal Data Sheet (PDS) (CSC Form No. 212, s. 2017) in one (1) hard copy on or before **February 26, 2021** to the Personnel Unit for the 201 files.

2. Queries relative to this can be channeled to Guia Ma. G. Villahermosa at 0917-706-7745 or Jocardo B. Desalan at 0975-974-8066 of the Personnel.

Encl.:
As stated

Copy furnished:
Records Unit
AO V File
Personnel Unit

TO BE POSTED IN THE WEBSITE