

Department of Education

REGION X - NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

DM- 2023-05	-159
DEPED MALAYBALAY (ITY DIVISION
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DIV	ISION MEMO	DRANDUM
No.	159	, s. 2023

TO:

Assistant Schools Division Superintendent

Chief Education Supervisors, CID and SGOD School Heads (Elementary and Secondary)

Administrative Officer II All Others Concerned

FROM:

CHERRY MAE L. LIMBACO-REYES

Schools Division Superintendent

DATE:

May 4, 2023

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 two (2) hard copies one for the Personnel Unit and one for the school file or functional division's copy. Further, kindly attach a summary list per School or per functional Division in an alphabetical order (see attached Annex A). Submission shall be on or before MAY 31, 2023 to the Personnel Unit.
- 2. School Heads are advice to constitute a PDS review committee mainly tasked to review the entries of the PDS before the submission. Thus, School Heads shall issue a certificate to be submitted together with the PDS and the summary list. (See attached Annex B)
- 3. Anent thereto, all personnel are hereby reiterated to abide the issued Division Memorandum no. 318, s. 2022 on the clarification on the Authority to Administer Oaths, thus this Office is in adherence and conforms the same authorized signatories of the Personal Data Sheet (PDS), to wit:



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City Telefax No.: 088-314-0094; Telephone No.: 088-813-1246

Email Address: malaybalay.city@deped.gov.ph





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- i. Regional Directors,
- ii. Notaries Public / Members of the Judiciary,
- iii. Provincial Governor and,
- iv. City / Municipal Mayors
- v. Punong Barangay (only for the oath of office)
- 4. Queries relative to this can be channeled to Personnel Unit 09076889009.

Encl.:

As stated,

Copy furnished:

Records Unit
AO V File
Personnel Unit

TO BE POSTED IN THE WEBSITE



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Annex A

PDS 2023

SUMMARY LIST OF FILERS

Name of School

(Please check applicable level)

		(Please check applicable level)					
No.	LASTNAME	FIRSTNAME	MIDDLENAME (Please indicate: full name)	POSITION	Level A (Elementary)	Level B (Junior High School)	Level C (Senior High School)
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Noted by:

School Head



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Annex B

CERTIFICATION

This is to certify that the Personal Data Sheet (PDS) submitted/included in the summary list of filers were reviewed and found compliant with the Civil Service Commission (CSC) guidelines.

Issued this day of, 2023.	
	School Head



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