

2024-92675



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM- 2024- 04-184
DEPED MALAYBALAY CITY DIVISION
RELEASE
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Date: _____
By: _____

DIVISION MEMORANDUM

No. 184, s. 2024

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: April 18, 2024

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 17, 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:

- i. Regional Directors,
- ii. Notaries Public / Members of the Judiciary,



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- 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 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 _____, 2024.

School Head



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