



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

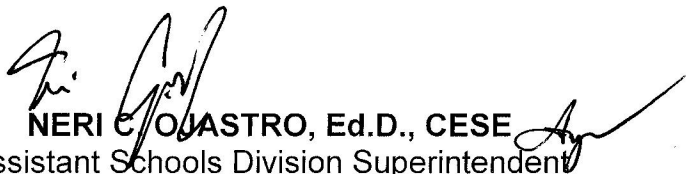
April 5, 2019

DIVISION MEMORANDUM
NO. 157, s. 2019

SUBMISSION OF PERSONAL DATA SHEET (PDS) FOR CY 2019

To: Division Office Personnel
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In order to ensure that employee's profile is updated and recorded, this Office requires the annual submission of Personal Data Sheet (Civil Service Commission Form 212 revised 2017) for CY 2019. The said document is used as main supporting document for truthful disclosure, not only of an employee's personal information but also his/her civil service eligibility, work experience, voluntary work or involvement in any civic, non-government, people or voluntary organization, learning and development interventions or training programs attended, and other pertinent information.
2. Update on education, experience and training is until April 15, 2019. The PDS shall be subscribed and sworn by Dr. Aquilino Milar, Jr., the Administrative Officer V.
3. The two (2) hard copies of updated personal data sheets with transmittal form shall be submitted to Miss Joanalli Operiano at the Administrative Office **on or before April 26, 2019.**
4. Immediate dissemination of this Memorandum is desired.


NERI C. OJASTRO, Ed.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent