



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division  
Superintendent

January 03, 2023

DIVISION MEMORANDUM  
No. 009, s. 2023

**SUBMISSION OF UPDATED PERSONAL DATA SHEET CY 2022**

To: Assistant Schools Division Superintendent  
Chiefs of Divisions & Heads of Sections/Units  
Public Elementary and Secondary School Heads  
Teaching, Teaching-Related and Non-Teaching Personnel  
All Others Concerned

1. In order to maintain an updated personnel information, all DepEd Tagbilaran City Schools Division personnel are hereby directed to accomplish and submit the updated Civil Service Commission Form 212 revised 2017 Personal Data Sheet (PDS).
2. To be included in the PDS are all learning and development interventions/training programs attended until December 29, 2022.
3. The CSC Form 212 must be subscribed and sworn by Dr. Aquilino T. Milar Jr., Administrative Officer V.
4. The updated PDS must be submitted in **three (3) printed copies** back to back with transmittal form **on or before January 31, 2023** to the Personnel Unit c/o Dr. Brendalou D. Arancana, Administrative Officer IV. It is understood that the school copy is filed in the personnel's respective 201.
5. This Office maintains and protects the privacy of the personal data that you share with us. It is our commitment to implement appropriate security measures to maintain the integrity, confidentiality and availability of your personal data in accordance with the Data Privacy Act of 2012 or the Republic Act 10173.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/CPC/ADMIN/atm



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