



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

04 Jan 2024

DIVISION MEMORANDUM

No. **002**, s. 2024

SUBMISSION OF PERSONAL DATA SHEET FOR THE CALENDAR YEAR 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary Schoolheads

1. With reference to the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018, the Personal Data Sheet (CSC Form No. 212, revised 2017) is required to be updated on an annual basis to monitor any changes in the employee profile.
2. In this regard, all teaching and non-teaching personnel are directed to submit duly accomplished and signed Personal Data Sheet for CY 2024 which must be subscribed to and sworn by a notary public. All personnel whose eligibility requires practice of profession are required to have a renewed Professional Regulatory Commission (PRC) license to be reflected in their PDS.
3. Below are the instructions on the PDS submission.

Personnel	Instruction
School-based Personnel	Submit 2 hard copies of duly signed PDS (1 for the School file and 1 for the SDO file) to be collected by the School Administrative Officers.
SDO Personnel	Submit 1 hard copy of duly signed PDS to Personnel Unit for 201 File

4. The deadline for submission is January 19, 2024.
5. For inquiries, contact Ms. Rehane P. Sambuto at 09385540626.
6. For the information, guidance, and appropriate action of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent



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Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

DATA
FORMS

RPS/OSDS-PU/DM - submission of personal data sheet for the calendar year 2024
0004/January 3, 2024