



June 6, 2017

**DIVISION MEMORANDUM**

No. 354, s. 2017

**SUBMISSION OF REVISED PERSONAL DATA SHEET (PDS)**

**To: Assistant Schools Division Superintendents  
Education Supervisors/Coordinators  
Public Schools District Supervisors/OICs  
School Heads/Caretaker  
All Others Concerned**

1. This Office hereby reminds the field of the **Division Memorandum No. 283, s. 2017 dated May 3, 2017** entitled "**Personal Data Sheet (CS Form No. 212, Revised 2017)**". Please fill up all necessary information needed (including references contact numbers). Do not leave blank but put **N/A or NONE** if not applicable.
2. Due to the erroneous entry and incomplete information provided in the revised PDS, this Office extends the deadline of the submission on **June 15, 2017 only**. Take note, no more other deadline.
3. Attach is the format of the summary (please refer enclosed format) to be included in the white folder along with the revised PDS for CSC submission in print and soft copy to be emailed, Attention Mrs. Mary Hazel B. Tañedo , email address, [sweetgumhey27@gmail.com](mailto:sweetgumhey27@gmail.com) , cc [jenny.bacang@gmail.com](mailto:jenny.bacang@gmail.com)
4. Submission of Elementary revised PDS should be consolidated per District, in alphabetical order and should be arranged accordingly.
5. While, submission of Secondary revised PDS should be per School, still in alphabetical order and should be arranged accordingly.
6. Hand written and computerized revised PDS is allowed provided there is no erasure if opted the latter.
7. **Wide dissemination and strict compliance of this Memorandum is hereby directed.**

  
**RHEA MARA. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

**PERSONAL DATA SHEET TRANSMITTAL FORM**

**Municipality:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Fill - out the data needed in the PDS Transmittal form completely and accurately.
- (2) Do not abbreviate entries.
- (3) Submit the duly accomplished PDS Transmittal form to the Personnel Section (for CSC) and Records Section (201 updates) together with the updated Personal Data Sheet (PDS) of all officials and employees.

No.	NAME OF EMPLOYEES				POSITION TITLE <i>(indicate parenthetical title, if applicable)</i>	SALARY/JOB PAY GRADE	EMPLOYMENT STATUS
	Last Name	First Name	Name Extension <i>(JR./III)</i>	Middle Name			
1							
2							
3							
4							
5							
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21							
22							

**CERTIFICATION:**

This is to certify that the information contained in this form are true, correct and complete.

\_\_\_\_\_

**SCHOOL HEAD / PSDS**