



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

OFFICE MEMORANDUM:

To : Assistant Schools Division Superintendent
Heads of Functional Divisions
Heads of Functional Sections/Units

Subject: **SUBMISSION OF REVISED PERSONAL DATA SHEET
(Form 212 Revised 2017)**

Date: November 26, 2020

1. All SDO-Based employees hereby advised to submit in **three (3) copies of updated Personal Data Sheet (PDS)** using the revised 2017 form to the Administrative Office not later than Tuesday, December 1, 2020.
2. The purpose of the accomplished PDS are the following, to wit:
 - a) 1 copy to be submitted to Civil Service Commission for 201 file updating;
 - b) 1 copy for updating of our office 201 files; and
 - c) 1 copy is used by the Superintendent for planning in the creation of different mandated committees for CY 2021.
3. All Heads of Functional Divisions/Sections/Units are tasked to facilitate the complete gathering of duly accomplished form to ensure 100% submission in one folder per division/section
4. PDS to be accomplished in hand written or encoded. Forms are available at the Administrative Office or downloadable from the websites of (www.depedbohol.org) and (www.csc.gov.ph).
5. Immediate dissemination of and strict compliance to this Memorandum is desired.


BIANITO A DAGATAN EdD, CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

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