



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

03 Jan 2025

**DIVISION MEMORANDUM**

No. 002 , s. 2025

SUBMISSION OF PERSONAL DATA SHEETS FOR THE CALENDAR YEAR 2025

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 School Heads

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 (PDS) for CY 2025 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	Submission
School Personnel	Submit 2 hard copies of duly signed PDS (1 for School file and 1 for 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 on January 20, 2025.**
5. For inquiries, contact Mr. Roel D. Balbareno at 09464061747.
6. Widest dissemination of and strict compliance with this Memorandum is directed.

  
**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:

**FORMS**

RDB/OSDS-PU/DM – submission of personal data sheets for the calendar year 2025  
0009/02 January 2025