



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

19 Dec 2025

DIVISION MEMORANDUM

No. **167**, s. 2025

**SUBMISSION OF UPDATED PERSONAL DATA SHEET FOR THE CALENDAR
YEAR 2026**

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
All Others Concerned

1. With reference to the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018, the Personal Data Sheet (CSC Form No. 212, revised 2025) is required to be updated on an annual basis to monitor any changes in the employee's profile.
2. In this regard, all teaching and non-teaching personnel are directed to submit duly accomplished and signed Personal Data Sheet for CY 2026 which must be subscribed to any officer authorized to administer oath or 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 Personal Data Sheet.
3. Below are the instructions on the PDS submission.

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

4. Deadline of submission is on January 30, 2026.
5. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.



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6. For the information, guidance, and appropriate action of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

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

REPORTS

Roel D. Balbareno/OSDS/DM – submission of updated personal data sheet for the calendar year 2026
1280/December 19, 2025