



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
Superintendent

27 Feb 2024

DIVISION MEMORANDUM  
OSDS No. **037**s. 2024

SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

To: Schools Division  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to **CSC MC No. 8, S.2007** on the Management of 201 file, the field is directed to submit one printed copy of duly accomplished and notarized Personal Data Sheet (CSC Form 212, revised 2017).

2. Please be reminded of these guidelines in filling out and submission of individual PDS and submission with all other required documents:

- a. use blue-ink ball pen in affixing signature in the PDS;
- b. use the prescribed PDS form: CSC Form 212, revised 2017;
- c. any misrepresentation made in the Personal Data Sheet (CS Form No. 212, Revised 2017) may be held liable administratively, if warranted.
- d. Submission of PDS shall be:

**i. School based personnel**

1. submit PDS to school/cluster school Administrative Officer
2. Administrative Officer shall:
  - a. Evaluate submitted PDS;
  - b. prepare Summary of Personnel with Submitted CSC Form 212; and
  - c. submit consolidated school personnel PDS with Summary of Personnel with Submitted CSC Form 212.

**ii. SDO Personnel**

1. Submit PDS to Administrative Services- Personnel Unit;



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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2. Administrative Services- Personnel Unit shall
  - a. Evaluate submitted PDS
  - b. prepare Summary of Personnel with Submitted CSC Form 212; and
  - c. Update 201 file of SDO Personnel
3. The following shall be the timelines for submission:
  - a. **March 22, 2024** – submission of PDS to school/cluster AO
  - b. **April 18, 2024**- submission of school consolidated PDS attached Summary of Personnel with Submitted CSC Form 212.
4. CSC Form 212 and Guidelines in accomplishing PDS can be downloaded from the CSC website: <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>
5. For more information and inquiry on this memorandum, you may contact the Administrative Services-Personnel Unit at 0832283742.
6. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

DATA          REPORT

ALA/DM- submission of updated personal data sheet (pds)  
0000/February 27, 2024



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