



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division
Superintendent

24 Feb 2025

DIVISION MEMORANDUM

OSDS No. 037s. 2025

SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

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

1. In reference to **CSC MC No. 8, S.2007** on the Management of 201 file and in compliance with CSC Resolution No. 1700656 dated March 21, 2017, the field is directed to submit one printed copy of duly accomplished and notarized Personal Data Sheet (CSC Form 212, revised 2017).

2. All employees must access the prescribed Personal Data Sheet (PDS) – CSC Form 212, Revised 2017 at <https://depedsdoscsystems.com/hrms/> and ensure all information provided is complete and accurate.

3. 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. any misrepresentation made in the Personal Data Sheet (CS Form No. 212, Revised 201 7) may be held liable administratively, if warranted.
- c. Submission of PDS shall be:

i. School Based Personnel

1. Submit PDS to school/cluster school Administrative Officer II
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 Form212.



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ii. SDO Personnel

1. Submit PDS to Administrative Services- Personnel Unit
2. Administrative Services- Personnel Unit shall:
 - a. Evaluate submitted PDS;
 - b. prepares 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, 2025** - submission of PDS to school/cluster AO
 - b. **April 25, 2025**- submission of school consolidated PDS attached Summary of Personnel with Submitted CSC Form 212.
4. For more information and inquiry on this memorandum, you may contact **Sandy Jade L. Delos Reyes**, Administrative Officer II, Officer-in-charge to the Office of the Administrative Officer IV (Personnel) at 09309832410.
5. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

DATA REPORT

SJLDR/DM - submission of updated personal data sheet (pds)
0000/February 24, 2025