



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City

Jesus Street, Pulungbulu, Angeles City  
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099



August 27, 2013

**To : ALL PSDS, SECONDARY & ELEMENTARY SCHOOL PRINCIPALS, SCHOOL HEADS, TEACHING & NON-TEACHING PERSONNEL**

**From : OIC-SDS LUZ C. ARRIOLA**

**Subject : Updating of CS Form 212 (Revised 2005) PDS**

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In view of the approaching personnel audit to be conducted by the **Civil Service Commission**, may we request our teaching and non-teaching personnel to update your **Personal Data Sheet** using **CS Form 212 (Revised 2005)** and the **deadline for submission is on September 9, 2013 at the Personnel Unit of this Division.**

For your seminars/workshops/conference and short term courses attended, updating must be three years back to present.

Make sure that all the data given are true, correct and complete pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. Any false statement or data found on this Personal Data Sheet (PDS) is subject to perjury.

Please be reminded that the accomplished form must be **original** together with the soft copy.

For your strict compliance.

  
**LUZ C. ARRIOLA**  
OIC-Schools Division Superintendent