



MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
Permanent, Temporary and Casual
Region/PENR/CENR Offices

FROM : THE REGIONAL EXECUTIVE DIRECTOR

SUBJECT : SUBMISSION OF UPDATED AND DULY ACCOMPLISHED
PERSONAL DATA SHEET (PDS) AS OF 31 DECEMBER
2021

DATE : JAN 05 2022

Pursuant to the *2017 Omnibus Rules on Appointments and Other Human Resource Actions* (Revised July 2018), you are hereby directed to submit **not later than 31 January 2022** (Monday) to the Personnel Section, Administrative Division your **updated and duly accomplished Personal Data Sheet (PDS)**.

In view thereof, please submit your updated Personal Data Sheet in ***Portable Document Format (PDF)***. The submission shall be by province/office/division and with the required Summary List. The accomplished PDS must be saved through the use of USB flash drive or compact disc.

Attached for your reference is a photocopy of the "***Guide in Filling out the Personal Data Sheet (PDS)***" and the prescribed PDS Form (***CS Form No. 212, Revised 2017***).

Please be reminded that any misrepresentation made in the PDS shall be a ground for the filing of administrative/criminal case/s against the personnel concerned as provided for under CSC Resolution No. 1700656 dated March 21, 2017.

Should you have any question on clarification, you may contact Ma. Cristina Rendorio, Chief, Personnel Section, Administrative Division at telephone number: 02 7002-3114. You may also email your concerns to personnelsectiondenrmimaropa@gmail.com.

For strict compliance.


MARIA LOURDES G. FERRER, CESO III

ARDMS/AD/AP



Department of Environment
and Natural Resources
MIMAROPA Region



Doc ID: 77418