



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 4, 2021

OFFICE MEMORANDUM

No. **001**, s. 2021

To: **All DepED Regional Office VIII Employees**

**SUBMISSION OF UPDATED PERSONAL DATA SHEET(PDS)
(CS Form No. 212, Revised 2017)**

1. For purposes of updating the 201 File of this Regional Office, all RO VIII employees are required to submit properly accomplished, updated and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) to the Personnel Section not later than **April 30, 2021**.
2. Each Regional Office VIII employee is advised to compile in a folder all Certificates of Trainings attended as enumerated in Page 3 Part VII of the PDS entitled Learning and Development (L&D) Interventions/Training Programs Attended, for personal file and reference purposes.
3. For strict compliance.


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Director IV



AD-PS-EDR



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