



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

January 7, 2025

OFFICE MEMORANDUM
AD-2025- **029**

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

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

1. For purposes of updating our record in the Civil Service Commission and 201 File of this Regional Office, all permanent employees are required to submit ONE (1) ORIGINAL COPY of properly accomplished, updated, and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) to the Personnel Section on or before **April 30, 2025**.
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.


EVELYN R. FETALVERO, CESO III
 Regional Director 

AD-PS-EDK

DEPARTMENT OF EDUCATION
 RECORDS SECTION, REGIONAL OFFICE NO. VIII
RECEIVED
 029
 By:  Date: 1-10-25



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