



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

January 3, 2024

**OFFICE MEMORANDUM**

AD-2024-

07

**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 properly accomplished, updated, and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) to the Personnel Section on or before **April 15, 2024**.
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 IV**  
Regional Director

Enclosure: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

PERSONAL DATA SHEET

SUBMISSION

AD-PS-EDR

