


Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

OSDS-PER-UM-05-09-2023/mbl

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
All Others Concerned

FROM : 
SOCORRO V. DELA ROSA
Schools Division Superintendent

SUBJECT : **SUBMISSION OF PERSONAL DATA SHEET (CS FORM 212, REVISED 2017) OF SCHOOL-BASED CONTRACT OF SERVICE WORKERS**

DATE : May 09, 2023

1. To ensure proper recording and on-time data management of employees in the division, effective July 2023 (3rd Quarter), all Contract of Service that will be submitted in this office shall be supported by one (1) original/accomplished copy of Personal Data Sheet (CS Form 212, Revised 2017).
2. Further, personnel who are under contract as of April 2023 are advised to submit the aforementioned not later than **May 22, 2023, Monday** at the Human Resource Management Office.
3. For information, guidance and compliance.

MBL/ Submission of PDS
034 / May 09, 2023



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes