



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

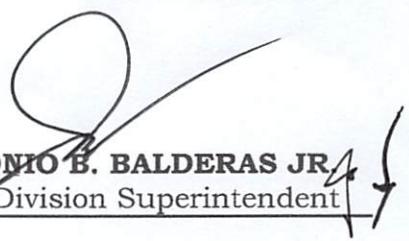
05 January 2026

DIVISION MEMORANDUM  
No. 002 s. 2026

### SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to the **2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)**, **CSC Resolution No. 2500358** approves the amendments to the rules governing appointments and other human resource movements in the civil service. In line with this, the Commission approved the adoption of the **Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025)**.
2. In this connection, this Office hereby directs all **permanent teaching and non-teaching personnel** to submit their **updated Personal Data Sheet (CS Form No. 212, Revised 2025)** as of December 31, 2025, through the Records Section, on or before **January 31, 2026**. Submission shall be in **one (1) original copy**, properly fitted to **long-typewriting size (8.5 x 13 inches)**.
3. For **school teaching and non-teaching personnel**, **one (1) original copy of the transmittal form**, arranged in **alphabetical order**, shall be submitted. The soft copy (Excel file) should be uploaded to the following link: <https://tinyurl.com/PDS-Transmittal2025>, with the file name: "PDS 2025 (Name of School)".
4. Kindly download and use the template from the Downloadable Section of the website under the Personnel Section.
5. Any **misrepresentation** made in the Personal Data Sheet shall be a ground for the filing of appropriate **administrative and/or criminal cases** against the individual concerned. The **Instructions for Filling Out the Personal Data Sheet** are attached as **Annex A**. Likewise, a copy of the memorandum from the Office of the Assistant Secretary for Legal Affairs, which reiterates and clarifies the authority of certain officers to administer oaths, is attached as **Annex B**.
6. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent



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**Website:** <https://www.sdotayabascity.ph>

Encl: As stated

Reference: Civil Service Commission Resolution No. 2500358

To be indicated in the Perpetual Index

under the following subjects:

#### PERSONAL DATA SHEET

OSDS Personnel Unit – submission of updated personal data sheet (pds)  
PERTP9LK-002256/January 5, 2026

**ANNEX A**

**GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS)**

**Warning:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**Please fill out each of the fields in the PDS when applicable.**

**Note:**

- The PDS may be accomplished using the MS Word format or MS Excel format.
- In the MS Excel format, all the tick boxes will automatically be marked once clicked.
- The PDS must bear the wet signature/e-signature/digital certificate of the employee and date of accomplishment at the bottom of every page.
- Entries in the PDS may be filled out through handwriting or via typewriter/computer. If handwritten, entries should be in block capital (e.g. PRINT) format using a pen.
- All information should be provided accurately.
- Do not leave blank entries. **Put N/A if not applicable.**

**I. Personal Information**

- Employee's name is to be filled out in the following format: surname, first name, name extension (if any), middle name. A space is allotted for each character or letter in the name.
- Dates are in numeric format: dd/mm/yyyy.
- Specifics should be given to "Others" response in the civil status field.
- Agency employee number refers to employee ID number in the current agency.
- For holders of foreign/dual citizenship, please select from the dropdown list the foreign country where you were born/naturalized or type/write the same in the space provided therein.

**II. Family Background**

- Names of spouse and parents are to be filled out the following format: surname, first name, name extension (if any), middle name.
- Mother's name is her maiden name, or name when she was single or before marriage.
- List full names (first name and surname) of ALL your children. Date of birth is in numeric format: dd/mm/yyyy.

**III. Educational Background**

- Indicate FULL name of schools. DO NOT ABBREVIATE.
- For Elementary Level, indicate ELEMENTARY if graduated.
- For Secondary Level, indicate HIGH SCHOOL if graduated under the old curriculum; or JUNIOR HIGH SCHOOL or SENIOR HIGH SCHOOL if graduated under the K-12 curriculum.
- Indicate in FULL all courses taken in college (e.g., ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY, MA IN HISTORY).
- Indicate all masters or doctorate degrees taken.
- If graduated for every level, indicate year of graduation.
- If not graduated in any level, indicate the highest grade, level or units earned.
- Period of attendance are stated in school years (e.g. 1992-1996)
- Indicate any scholarship and/or academic honors received in each level.

#### IV. Civil Service Eligibility

- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination/conferment.

*Example:*

Career Service Sub-Professional	E0132/790 - Veteran Preference Rating
Career Service Professional	PD 907 - Honor Graduate
Career Service Executive	RA 7883 - Barangay Health Worker
Stenographer	Barangay Official
PD 997	Scientific and Technological Specialist

- If earned eligibility entails a license (RA 1080), indicate the license number and its date of validity.

#### V. Work Experience

- Indicate all positions held both in the public and private employment starting from current work.
- Inclusive dates are indicated in numeric format: dd/mm/yyyy.
- Indicate FULL position titles and COMPLETE NAME of department/agency/office/company. DO NOT ABBREVIATE.  
**Note:** There is no need to add additional rows for the same Position Title within the same department/agency/office/company.
- Indicate status of employment (e.g., permanent, temporary, casual, contractual)
- Indicate "yes" under government service if position held is in the public or government employment or "no" if held in the private employment.
- Additional sheet for work experience should be accomplished and submitted together with the PDS **in case of application to a vacant position**. This should be accomplished only for work experience relevant to the position being applied to.

#### VI. Voluntary Work or Involvement in Civic/Non-Government/People/Voluntary Organizations

- Indicate the FULL name and address of the organization where involve as voluntary worker.
- Inclusive dates, start (from) and end (to) should be in numeric format: dd/mm/yyyy.
- Indicate the number of hours of voluntary work rendered.
- Indicate the position/nature of voluntary work rendered.

#### VII. Learning and Development Interventions

- Indicate FULL titles of learning and development (L&D) interventions attended during employment. Indicate list from the most recent L&D.
- Inclusive dates of attendance, start (from) and end (to) should be in numeric format: dd/mm/yyyy.
- Indicate the number of hours attended for program.
- Indicate the type of L&D intervention (e.g., managerial, supervisory, technical).
- Indicate the FULL name of institution/agency that conducted or sponsored the program. DO NOT ABBREVIATE. (e.g., CSC should be Civil Service Commission).

**VIII. Other Information**

- Indicate special skills /hobbies.
- Indicate in FULL non-academic distinctions/recognition (awards received).
- Indicate membership in any professional association/organization by writing in FULL said association/organization.

**# 34-40**

- Indicate response to questions 34 to 40 on the right side of the sheet.
- Provide details or specifications for any yes response.

**# 41**

- Indicate the FULL name of references with the format FIRST NAME, MI, SURNAME, their office or residential addresses and respective contact numbers (mobile and/or landline) and/or email addresses..

**# 42**

- As agreement to and for completion of the PDS, the employee's signature and right thumb mark (for those who are unable to sign) should be affixed in the boxes provided. Indicate also the government ID number and date of issuance in the boxes provided. Lastly, attach a passport-sized ID or unfiltered digital picture (4.5 cm. x 3.5 cm) taken within the last six (6) months.

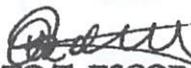
Annex B



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE ASSISTANT SECRETARY FOR LEGAL AFFAIRS

**MEMORANDUM**

**TO** : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**FROM** :   
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Assistant Secretary

**SUBJECT** : Clarification on the Authority of Certain Officers to Administer Oaths

**DATE** : April 8, 2022

The Office of the Assistant Secretary for Legal Affairs issues this Memorandum to clarify the rules and guidelines on the authority of certain government officials to administer oaths.

Section 41 of Executive Order No. 292, otherwise known as the Administrative Code of 1987, as amended by R.A. 6733 and as further amended by R.A. 10755 provides that:

"[t]he following officers have general authority to administer oaths: President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerks of courts; registrars of deeds; other civilian officers in the public service of the government of the Philippines whose appointments are vested in the President and are subject to confirmation by the Commission on Appointments; all other constitutional officers; and notaries public.

The punong barangay is authorized to administer the oath of office of any government official including the President of the Philippines." (Emphasis supplied.)<sup>1</sup>

As can be gleaned from above, the authority to administer oath is limited to the officers mentioned therein. Following the legal maxim *expressio unius est exclusio alterius*, meaning that "where a statute, by its terms, is expressly limited to certain matters, it may not, by interpretation or construction, be extended to other matters,"<sup>2</sup> Schools Division Superintendents are not allowed to administer oaths in their official capacity for while their appointments are vested in the President, the same are not subject to confirmation by the Commission on Appointments. Regional Attorneys, Division Attorneys, Human Resource Management Officers, and Administrative Officers, not being among the officers

<sup>1</sup> Section 41, Executive Order No. 292, otherwise known as the Administrative Code of 1987.

<sup>2</sup> De La Salle Araneta University v. Bernardo, 805 Phil. 580 (2017).

enumerated, are likewise not allowed to administer oaths in their official capacity. In no case also should the Regional Directors delegate their authority to administer oath, like in Statements of Assets, Liabilities, and Net Worth (SALN), etc., to any official or staff in the Regional Offices.

For your information and guidance.