



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

6 JANUARY 2021

DIVISION MEMORANDUM

No. 003 s. 2020

SUBMISSION OF PERSONAL DATA SHEET (PDS)

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

1. Pursuant to Civil Service Commission (CSC) Circular No. 11, s. 2017, this office hereby directs all employees to submit updated Personal Data Sheet (PDS) for this year 2021 in two (2) copies not later than January 31, 2021.
2. Queries relative to this may be channeled to Personnel Services Unit c/o Ms. Yek Zafranco.
3. Wide and immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

References
CSC MC No. 11, s. 2017



Brgy. Potol, Tayabas City



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