



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

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January 10, 2020

DIVISION MEMORANDUM  
No. 023 s. 2020

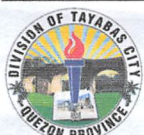
**SUBMISSION OF PERSONAL DATA SHEET (PDS)**

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 2020 in two (2) hard copies not later than January 31, 2020.
2. Queries relative to this may be channeled to Personnel Services Unit c/o Ferex (Yek) O. Zafranco.
3. Widest dissemination of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

References  
CSC MC No. 11, s. 2017



Brgy. PotoI, Tayabas City



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