



MEMORANDUM ORDER NO: 009,
Series of 2024

TO : ALL MOST-EMPLOYEES
This Ministry

SUBJECT : Submission of Updated Personal Data Sheet (PDS)

DATE : January 12, 2024 | *Jumada II 30, 1445 AH*

1. In order to ensure that employee's profile is updated and recorded, this ministry requires the annual submission of Personal Data Sheet (Civil Service Commission Form 212 revised 2017) for C.Y 2024. The Personal Data Sheet (PDS) is the official sheet for all government officials and employees and is used as main supporting document for truthful disclosure not only of an employee's personal information but also his/her civil service eligibility; work experience; voluntary work or involvement in any civic, non-government, people or voluntary organization; learning and development interventions or training programs attended; and other pertinent information.
2. Anent this, all employees are hereby directed to submit duly notarized copy of their Personal Data Sheet for C.Y 2024 at Human Resource Management Section on or before January 17, 2024 not later than 5pm.
3. For the renewal of Contract of Service Personnel (CoSP), the updated PDS shall be submitted together with the Contract.
4. For information, guidance and strict compliance.

ENGR. AIDA M. SILONGAN, MAPDS
Minister

