



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office, Regional Offices, Bureaus and
Attached Agencies

FROM : The Undersecretary for Management and
Technical Services

SUBJECT : Submission of Updated Personal Data Sheet (CSC
Form 212)

DATE : January 27, 2004

Pursuant to CSC Resolution No. 013000 dated September 22, 2003, the Revised Personal Data Sheet (CS Form 212), copy attached, will now be used in all government agencies .

In this regard, all DENR Officials and employees are hereby instructed to accomplish the revised PDS in order to update the individual information of each employee. The PDS shall be submitted to your respective Personnel Division/Section not later than February 15, 2004. Casual and Contractual (PS) employees are also required to accomplish the revised PDS to update their old records. The Revised PDS shall be reproduced and be made available at the Personnel Division/Section.

For strict compliance.


ROLANDO L. METIN