



Republic of the Philippines  
Department of Environment and Natural Resources  
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MEMORANDUM

FOR/TO : ALL DENR OFFICIALS AND EMPLOYEES  
FROM : THE DIRECTOR  
Administrative Service  
SUBJECT : **SUBMISSION OF UPDATED PERSONAL DATA SHEET (REVISED)**  
DATE : 21 April 2005

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This is to reiterate Memorandum dated 07 April 2005 on the submission of an updated Personal Data Sheet using the revised form issued by the Civil Service Commission.

Because of some difficulties encountered in filling out the new form, we have requested extension of the CSC's deadline for submission. Following this request, the CSC has given us until the end of April 2005 to submit to their respective field offices all accomplished PDS.

In view of this, you are enjoined to submit your PDS **on or before 28 April 2005** to your Personnel Division/Section. The PDS will become our permanent record at the CSC database. Let us make sure that we submit this requirement on time.

  
**RAMON M. EZPELETA, CESO IV**

RB