



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (632) 920-4301 * (632) 928-0691 to 93
924-2540 * 928-8592
929-6626 loc. 2012 - 2014

MEMORANDUM

TO : All Officials and Employees
(Permanent, Casuals and Contractual PS)
DENR Central Office

All Regional Executive Directors
All Regional Technical Directors
All PENROs and CENROs
All Division Chiefs
DENR Regions 1-13, NCR and CAR

FROM : The Undersecretary
Management and Technical Services

SUBJECT : **SUBMISSION OF UPDATED PERSONAL DATA SHEET
USING THE REVISED CSC FORM 212**

DATE : March 16, 2005


Pursuant to CSC Memorandum Circular No. 8, series of 2005, all officials and employees shall update their PDS using the attached revised CS Form 212. CSC will be establishing an e-Government civil servants database of the personal and employment information for all civil servants, including the positions, plantilla and personal services itemization maintained by the Department of Budget and Management that will be linked under one Government Human Resources Management Information System (GRHMIS). It will capture the data in the PDS of all government officials and employees maintained by the CSC and the Personal Services Itemization (PSI) maintained by the DBM.

In this regard, you are hereby instructed to accomplish the attached revised Personal Data Sheet. Please read the guide in accomplishing the said data. Do not leave any blank/s entries on the PDS. All information should be provided accurately as it will be the permanent record in the CSC Personnel Information Database.

In furnishing the revised PDS to your key officials, please comply with the specifications regarding the forms. The accomplished PDS will be submitted to CSC without any folds/creases or unnecessary marks to ensure that it will be accepted by the scanning machine.

Submit the said data to the Personnel Division **not later than April 1, 2005.**

For strict compliance.


ARMANDO A. DE CASTRO

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