



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669  
Website: <http://www.denr.gov.ph> / E-mail: [web@denr.gov.ph](mailto:web@denr.gov.ph)

**MEMORANDUM**

**FOR/TO :** All Officials and Employees  
DENR Central Office

**FROM :** The OIC Assistant Secretary  
Administrative and Human Resources

**SUBJECT :** SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)  
(CSC FORM 212 REVISED 2017) WITH ATTACHED WORK  
EXPERIENCE SHEET

**DATE :** 4 January 2021

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Pursuant to Item e. under Section 139 of Rule XIII 2017 Omnibus Rules On Appointment and other Human Resource Actions (revised July 2018), please submit your updated Personal Data Sheet (PDS) with attached Work Experience Sheet as of 4 January 2021 to the Personnel Division on or before 26 January 2021.

The form and the Guide to Filling out the PDS can be downloaded from the Internal Concerns tab on the DENR website ([oldwebsite.denr.gov.ph/internal-concerns/employee-forms-downloads.html](http://oldwebsite.denr.gov.ph/internal-concerns/employee-forms-downloads.html)).

For your information and guidance.

  
RUTH M. TAWANTAWAN, CESO II

MEMO NO. 2021-43