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**MEMORANDUM**

FOR/TO : All Officials and Employees  
DENR Central Office

FROM : The Assistant Secretary  
Administration and Human Resources

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

DATE : 28 January 2021

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In response to numerous requests and to provide sufficient time for employees to comply with the requirement, the submission of updated Personal Data sheet and Work Experience Sheet is hereby extended until 19 February 2021.

For your information and guidance.

  
RUTH M. TAWANTAWAN, CESO II

MEMO NO. 2021-92

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