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MEMORANDUM

FOR/TO : All Officials and Employees
DENR Central Office

FROM : The Assistant Secretary
Administration and Human Resources

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

DATE : 03 January 2022

Pursuant to Item e. under Section 139 of Rule XIII 2017 Omnibus Rules On Appointments and other Human Resource Actions (ORAOHRA) revised July 2018, please submit your updated Personal Data Sheet (PDS) with attached Work Experience Sheet to the Personnel Division not later than 18 February 2022.

The form and the Guide to Filling out the PDS can be downloaded from the E-Library tab on the DENR website (<https://denr.gov.ph/index.php/e-library/downloadable-forms>).

For your information and guidance.


RUTH M. TAWANTAWAN, CESO II

MEMO NO.2022-08