



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



**MEMORANDUM**

**FOR/TO** : **ALL OFFICIALS AND EMPLOYEES**  
DENR Central Office

**FROM** : **THE ASSISTANT SECRETARY**  
Human Resources, Strategic Communication and Sectoral Initiatives

**SUBJECT** : **SUBMISSION OF UPDATED PERSONAL DATA SHEET  
WITH ATTACHED WORK EXPERIENCE SHEET**

**DATE** : 20 December 2023

Pursuant to Item e. under Section 139 of Rule XIII 2017 Omnibus Rules on Appointment and other Human Resource Actions (revised July 2018), all officials and employees (permanent, casual, contractual PS, temporary, coterminous, including those reassigned to and from the Central Office) are required to submit an updated Personal Data Sheet (PDS) (CSC Form 212 revised 2017) with attached Work Experience Sheet (WES). Please submit your updated PDS and WES as of 31 December 2023 to the Personnel Division no later than **29 February 2024**.

The forms and the Guide to Filling out the PDS may be downloaded from the Downloadable Forms section of the DENR website. You may scan the QR code/copy the link below to access the webpage:



<https://www.denr.gov.ph/index.php/e-library/downloadable-forms>

For your compliance, please.

**HIRO V. MASUDA, DBA, CESO III**

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