

2017-04-035



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS

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MEMORANDUM

FOR : **ALL BOC OFFICIALS AND EMPLOYEES**

FROM : **JOSEPH G. ESCASIO**
Chief, Human Resource Management Division
OIC, Administration Office

SUBJECT : **Submission of Updated Personal Data Sheet Addendum 2**

DATE : **26 APRIL 2017**

The BOC thru the Human Resource Management Division released a memorandum on submission of Updated PDS on April 30, 2017.

However, the CSC through an advisory released on their website informed of certain corrections on the PDS form uploaded last March 22, 2017 as quoted:

Due to the inadvertent use of the word "MISINTERPRETATION" instead of "MISREPRESENTATION" in the INSTRUCTION portion of the Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) uploaded on March 22, 2017, the CSC requests the use of the latest version of the PDS now posted in the website under Issuances (Memorandum Circular).

Only those who have not submitted their PDS as of 20 April 2017 need to accomplish the latest version.

For the guidance of all concerned, the PDS should be administered by the highest-ranking HRMO or any authorized officer of the agency. Lastly, the full and handwritten name tag on the passport size picture to be used in the PDS should be in the following format: First Name, Middle Initial, Last Name and name extension (if any) with signature over printed name.

Pursuant to the above instructions, and in connection to the unprecedented suspension of work in government offices located in Manila, the HRMD extends the deadline of submission of the revised PDS.

Offices, Groups, Ports and Sub – Ports are given from April 30, 2017, but not later than **May 19, 2017** to comply.

Note: Service Record is not a required attachment for the PDS; it is only a guide in filling out the Work Experience Section of the PDS.

[Signature]
JOSEPH G. ESCASIO
Chief, HRMD
OIC, Administration Office