



## MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

FROM : REY LEONARDO B. GUERRERO  
Commissioner



JAN 24 2019

SUBJECT : Submission of Updated Personal Data Sheet (PDS)

DATE : January 18, 2019

- 1.0 Pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) 14, s. 2018 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018), all officials and employees of the BOC shall update their Personal Data Sheets (PDS) on an annual basis.
- 2.0 Further, officials and employees are reminded to use the PDS CSC Form No. 212, Revised 2017, together with the Work Experience Sheet pursuant to CSC MCs 11 and 16, s. 2017. The PDS Form is downloadable from the CSC website: [csc.gov.ph](http://csc.gov.ph).
- 3.0 One (1) original copy of the PDS shall be submitted on or before **March 01, 2019** to the following offices:

Receiving Office	Coverage
Human Resource Management Division	Employees under the Office of the Commissioner and Groups including ad hoc offices
Administrative Division of each Collection District	Employees of the Ports and Sub-Ports
Administrative Unit, CIIS	All CIIS employees including those who are deployed in the outports



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Personnel Office, ESS	All ESS employees including those who are deployed in the outposts
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- 4.0 The HRMD and all Administrative Divisions/Units shall review and evaluate whether submitted PDSs are complete, in proper form, and submitted on time.
- 5.0 All Administrative Divisions/Units shall submit to the HRMD the original copies of the PDS on or before **March 30, 2019**.
- 6.0 The persons/officers to administer the oath are:
- |                            |   |
|----------------------------|---|
| Deputy Commissioner, IAG   | - For District Collectors, Directors and other Deputy Commissioners |
| Director III of each Group | - For Division Chiefs and below                                     |
| District Collectors        | - For Deputy Collectors, Sub-Port Collectors and below              |
| Notary Public              |   |
- 7.0 For guidance and strict compliance.