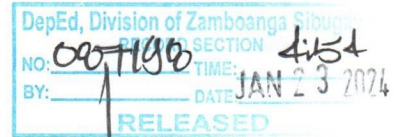




Republic of the Philippines  
**Department of Education**  
REGION IX  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



15 January 2024

OFFICE MEMORANDUM  
NO. 007, s. 2024

**SUBMISSION OF PERSONAL DATA SHEET (PDS)**

TO: All SDO Personnel  
This Division

1. For the purposes of 201 File updating and in preparation for the PRIME-HRM assessment scheduled on February 12-13, 2024, all SDO personnel are required to submit a properly accomplished and updated Personal Data Sheet (PDS) using CS Form No.212, Revised 2017 not later than **January 31, 2024**, at the **Personnel Section**.
2. Each DO Personnel is advised to compile all Certificates of training as stated in the Page 3 Part VII of the PDS entitled Learning and Development (L&D) Interventions/Training Programs Attended, for personal file and ready reference.
3. For immediate and strict compliance.

  
**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

Encl: None  
Reference: None

ZS-OM-OSDS-2024-01-002-0  
RRAR-20240115

