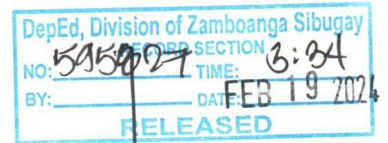




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



16 February 2024

OFFICE MEMORANDUM
NO. OVS, s. 2024

RE-SUBMISSION OF PERSONAL DATA SHEET (PDS)

TO: All SDO Personnel
This Division

1. Relative to the findings of the CSC assessors during the conduct of the PRIME-HRM Level 2 assessment concerning HR records, particularly on the submission of updated Personal Data Sheet, all SDO Personnel are hereby directed to **resubmit** a **complete** and **correctly** filled up Personal Data Sheet (PDS).
2. Furthermore, everyone is reminded to ensure that all necessary data needed in the PDS are being provided sufficiently before submission, such as but not limited to basic information, signature, date of updating, thumbmark, picture with correct format, and duly notarized.
3. For immediate dissemination and strict compliance.


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

Encl: None
Reference: None

ZS-OM-OSDS-2024-02-018-0
RRAR-20240216



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