



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
#82 Military Cut-Off, Baguio City
Tel. No.: 446-6138 Fax: (074) 442-7819



OFFICE MEMORANDUM
03 JUNE 2019

SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

To: All Schools Division Office Proper Employees

1. In line with the Civil Service Commission (CSC) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), all Division Office personnel are hereby required to submit a copy of their updated Personal Data Sheet (PDS) for the year 2019.
2. The said document shall be submitted in a soft copy and printed form to Don Jose Tolentino and/or Beverly Busaing at the Administrative Unit - Personnel Section. The soft copy shall be sent through email to this address: bgodivision.personnel@gmail.com on or before **June 10, 2019**.
3. For guidance and strict compliance.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent