



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

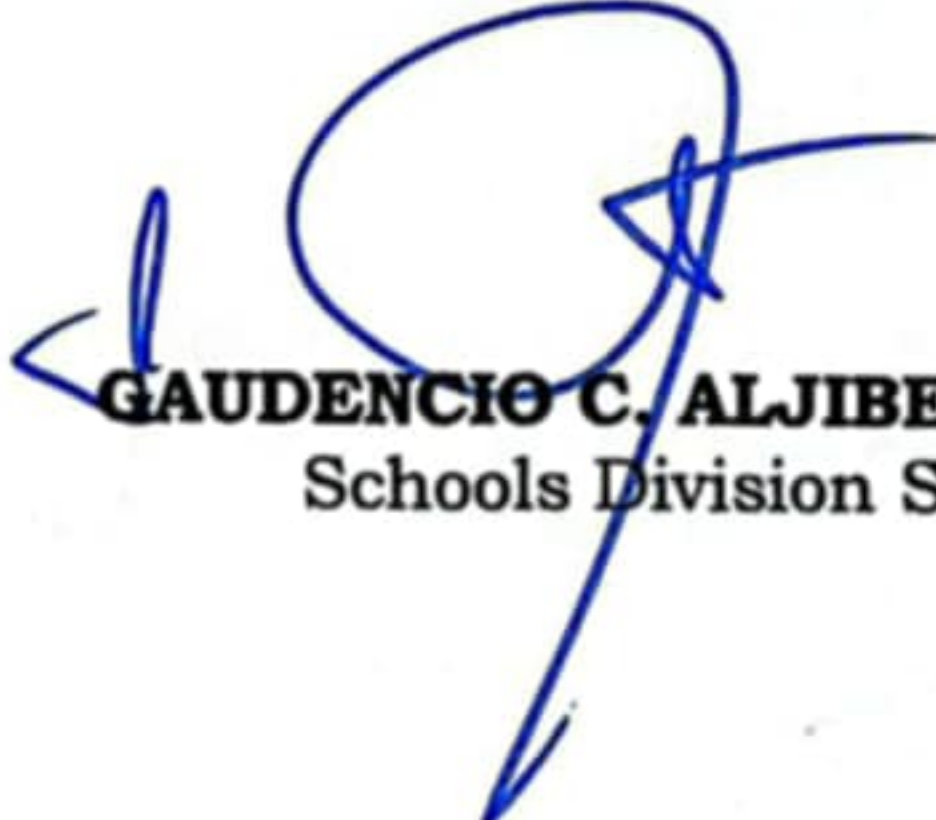
March 06, 2025

DIVISION MEMORANDUM
No. 085, s. 2025.


SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)
(CS Form No. 212, Revised 2017)

To: Assistant Schools Division Superintendent
Chiefs, Functional Division
Office/ Unit Heads
District Supervisors
School Heads
Administrative Officer II
All other concerned

1. To ensure that our records in the 201 File of this Division remain up to date, all permanent employees are required to submit properly accomplished, updated, and notarized Personal Data Sheet (CS Form No. 212, Revised 2017) to the Division Personnel Unit thru District Administrative Officer II **on or before April 11, 2025**.
2. Teachers, Doctors, Dentists, Nurses, and all other professionals who are required to renew their respective licenses with the Professional Regulations Commission (PRC) are mandated to attach a copy of renewed license. An updated Service Records should also be attached to their respective submitted PDS.
3. Immediate dissemination of and compliance to this Memorandum are so desired.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Schools Division Superintendent

DepEd Northern Samar
RELEASED

By: 
Date: MAR 06 2025



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