



MEMORANDUM

To: ALL OFFICIALS AND EMPLOYEES

Subject: Submission of Updated Personal Data Sheet (PDS) and Statement of Assets, Liabilities and Net Worth (SALN)

Date: February 04, 2022

In our effort to have a more complete and updated employee records, all officials and employees are instructed to submit to the Personnel Unit, IMSD **on or before February 28, 2022**, the following documents:

- Two (2) Original Copies** of a properly accomplished **Personal Data Sheet (PDS) using CSC Form No. 212, Revised 2017**. A copy of the basic guidelines in filling out the PDS is attached for your reference; and
- Three (3) Original Copies of the Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2021** using the latest SALN form revised as of January 2015. The copy of the guidelines in accomplishing the SALN is also attached for your reference.

All incomplete, improperly filled out forms and those with alterations/erasures will be returned. Should you have any questions or clarifications, you may contact Ms. Kate Perez or Mr. Alvin Landicho at this number: (049) 5450292.

For strict compliance.


EXEQUEL RONIE A. GUZMAN
Regional Director

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