



2 October 2018

MEMORANDUM CIRCULAR NO. 75
Series of 2018

T O: All VSU Faculty Member and Staff (permanent, regular, contractual and casual)

R E: Urgent Submission of Updated Personal Data Sheet for 2018

Please be informed that the on-going Onsite Assessment on PRIME-HRM requires the university to have an **Updated Personal Data Sheet for CY 2018** pursuant to the Civil Service Commission (CSC) per CSC Resolution No. 1700656 series of 2017 directing all government employees to submit their updated Personal Data Sheet (PDS).

In view of this, all employees are directed to submit the updated PDS in two copies using the new CSC 212 Form to ODAHRD **today, Oct. 2, 2018**. To hasten submission, it is suggested to do the following:

- 1) Encode additional information i.e. L&D Interventions/Trainings attended, service record, etc on your PDS submitted last year on Sheet 2 and 3, if any
- 2) Affix your signature on Sheet 4
- 3) Put the recent date accomplished (within this year) on Sheet 4

Please find attached CS Form 212 for your reference.

For your urgent compliance so that the university will be able to deliver all the documentary requirements.


EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment