



2 July 2019

**MEMORANDUM CIRCULAR NO. 67**

Series of 2019

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

**R E: Submission of Updated Personal Data Sheet for 2019**

Please be informed that the on-going Onsite Assessment on PRIME-HRM requires the university to have an **Updated Personal Data Sheet for CY 2019**. This is pursuant to the Civil Service Commission (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. To hasten submission, the following is suggested:

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 strict compliance.

  
**EDGARDO E. TULIN**  
President *oic 7/4/19*