



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Division of Cebu Province
IPHO Bldg, Sudlon Lahug, Cebu City



April 20, 2015

DIVISION MEMORANDUM
No. 220, s. 2015

**SUBMISSION OF CS FORM 212 OF DIVISION
OFFICE BASED PERSONNEL**

TO: Assistant Superintendent
Administrative Officer
Section Heads
Division Non-Teaching Personnel

1. All Division Office Based Personnel, except for the medical and dental personnel are hereby directed to submit Personal Data Sheet (PDS) enclosed in a pink plastic folder, for issuance of re-appointment papers as directed by the Civil Service Commission, North Field Office, in compliance with DepEd Order 50, s. 2014, "*The Guidelines on the Recruitment, Selection and Placement of Personnel Pursuant to the DepEd Rationalization Program Under Executive Order 366 s. 2004*".
2. The deadline for submission of the said document will be this coming Friday, April 24, 2015, attention Leila Teofilo of HR section.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

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