



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, RoxasCity



Telefax No.(036) 6210-974 / Tel. No. (036) 620-2373

April 24, 2017

Division Memorandum

No. 61, s. 2017

To : Division Office Personnel
All Public Schools District Supervisors
All Secondary School Principals/ Heads of Integrated National High Schools

Emmanuel V. Lati
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From : **MIGUEL MAC D. APOSIN, Ed.D., CESO V**
Schools Division Superintendent

Subject : **SUBMISSION OF LATEST PERSONAL DATA SHEET (PDS , REVISED 2017)**

In compliance with the ongoing preparations for the full implementation of the eHRIS (Enterprise Human Resource Information System), Time and Attendance Monitoring System (TAMS), employee database for Schools Division Office Proper, all personnel are required to submit their updated Personal Data Sheet (PDS) to the Administrative Unit on or before May 2, 2017. The same forms could be downloaded through the Civil Service Commission official website.

Division Office Personnel - (c/o Emmanuel V. Lati / Rhodela U. Martinez)

Elementary Schools Personnel - (c/o District Clerk / District ICT Coordinator)

Secondary / Integrated Schools - (c/o Secretary of the Principal / ICT Coordinator)

In like manner, all District and Secondary Schools ICT Coordinators are directed to extend full support and cooperation towards the attainment (100% compliance) of PDS computerization by July 25, 2017.

Be guided accordingly.

/ rumfname HRMO Indorsement pp. 11