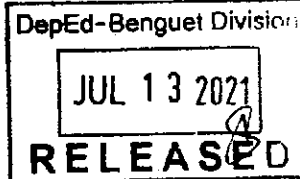




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

DIVISION MEMO NO. 268 s. 2021



TO: OIC-Asst. Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
All Personnel in the OSDS, CID and SGOD

DATE: July 9, 2021

SUBJECT: SUBMISSION OF UPDATED PERSONAL DATA SHEET (CS FORM 212, REVISED 2017)

1. In connection with our journey for PRIME – HRM Bronze application and by way of updating our 201 Files pursuant to CSC issuances, all SDO personnel are required to submit their updated CS Form 212, Revised 2017 in **hard copy** with ID pictures taken within the last 6 months, 3.5 cm. X 4.5 cm. (Passport Size). The CS Form 212, Revised 2017 can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).
2. The deadline for submission directly to the SDO-Personnel Section will be on or before July 16, 2021 for consolidation and filed in the individual 201 files of all personnel which is one among the documents to be scrutinized during the face-to-face validation by the Civil Service Commission-Regional Office Team within this month of July.
3. The cooperation of all SDO personnel is enjoined.
4. Immediate dissemination of this Memo to everyone is enjoined.

  
Gloria B. BUAYA-AO  
Schools Division Superintendent

OSDS/personnel



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