



Republic of the Philippines
Autonomous Region in Muslim Mindanao
DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
Brgy. Semba, Datu Odin Sinsuat, Maguindanao
Tel # 431-0065



Memorandum Order No: 037

FROM : **REGIONAL SECRETARY**
DSWD-ARMM

TO : **ALL PROVINCIAL SOCIAL WELFARE OFFICER'S**
ALL REGULAR EMPLOYEES

SUBJECT : **SUBMISSION OF UPDATED PDS**

DATE : **January 27, 2016**



In view of the new management and in order to update your personal records in your 201 Files, we would like to request you to submit an updated **PERSONNEL DATA SHEET (PDS)** (CS Form No.212) revised 2005 to the Personnel Section at the Regional Office.

Further, please be advised that in filling up the PDS form, you should not leave any blank box and submit it in two (2) copies, one copy for the province and another for the Regional Office .

Deadline of submission to the Regional Office is on **February 22, 2016**.

For strict compliance.


RAHIMA DATU MANONG-ALBA