



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2022- 561

TO : **PUBLIC SCHOOLS DISTRICT SUPERVISOR/DISTRICT IN-CHARGE/
DISTRICT CARETAKERS**

FROM : **JOELYZA M. ARCILLA, EdD**
OIC – Office of the Asst. Schools Division Superintendent
Officer-In-Charge 11/18/22

SUBJECT : **SUBMISSION OF UPDATED ELECTRONIC CS FORM 212
(PERSONAL DATA SHEET) OF PERSONNEL**

DATE : **NOVEMBER 17, 2022**

1. To create a computer-based personnel records in compliance to the application of SDO Negros Oriental to Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM Level II), this office hereby directed the district personnel in-charge to submit an updated CS Form 212 (PDS) in excel file of all teaching and non-teaching employees in the field.
2. All personnel are advised to access the DepEd Negros Oriental Division Information System link <https://depednodis.net> and to update their entries. Upon achieving 100% compliance, each personnel must generate their files and submit to the respective district personnel in-charge.
3. Respective district personnel in-charge must provide an email address to gemmaelyn.villarejo@deped.gov.ph for the office to send a separate google drive link for uploading of the duly accomplished CS Form 212 (PDS) on or before November 29, 2022.
4. For clarifications/queries please contact Ms. Gemmalyn B. Villarejo through (035) 422-0267.
5. For proper guidance and strict compliance of all concerned.

BPP/NLR-MCP-JMA/AdS/LBY/AB

NOV 18 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos: (035) 225-2838 / 225-2376 / 422-7644