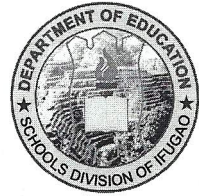




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Cordillera Administrative Region  
**Schools Division Office**  
Lagawe, Ifugao, 3600



DIVISION MEMORANDUM

NO. 2 S. 2017

To: All Education Program Supervisor, Public Schools District Supervisor,  
Elementary, Secondary and Senior High School Heads,  
This division

From:   
**FELIPE L. BALLITOC**  
OIC- Schools Division Superintendent

Date: January 3, 2018

Subject: **SUBMISSION OF PERSONAL DATA SHEET (CS FORM NO. 212,**  
**REVISED 2017)**

All employees are required to submit two (2) copies of their Personal Data Sheet using CSC Form 212 Revised 2017 to the Schools Division Office on or before January 25, 2018.

Please compile the CSC and the DO copies, alphabetically arranged and fastened in folders per district using the attached PDS transmittal form before submitting to the Schools Division Office. You may send the accomplished form to [ifugao.personnelunit@gmail.com](mailto:ifugao.personnelunit@gmail.com).

For strict compliance.

**FILE**



The *round metal gong* of the Cordillera known locally as "*gangsa*" is a symbol of the upland people's culture that has been passed on from generation to another.  
The *profile of a person blowing a "tanggayob"* represents a community being called for an important matter or action.  
The *lines that shape the mountains, the rice terraces, clouds and rivers* symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.  
*All the symbols combined* represent unity and harmony of its people with culture and environment in beating the gong for self determination

★ Maka-Diyos

★ Maka-tao

★ Makakalikasan

★ Makabansa