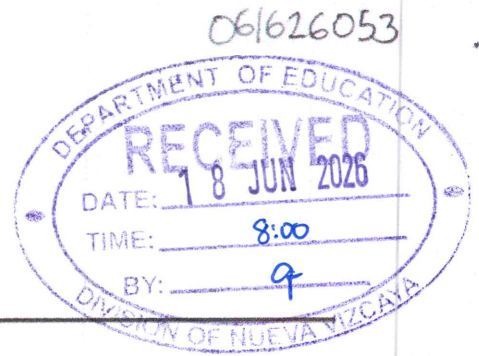




Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY



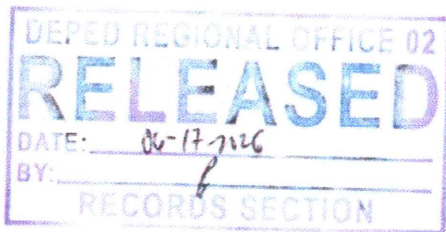
June 16, 2026

REGIONAL MEMORANDUM
 No. 251 s. 2026

**DISSEMINATION AND USE OF PERSONAL DATA SHEET (PDS)
 FOR NEW AND TRANSFERRED EMPLOYEES**

To: Schools Division Superintendents
 Administrative Officers
 All Others Concerned

1. In compliance with the Data Privacy Act of 2012 (Republic Act No. 10173), and to ensure the proper updating of employee records and facilitate payroll processing, all Schools Division Offices are hereby advised to use the attached Personal Data Sheet (PDS) for newly hired and transferred employees.
2. The PDS shall serve as the basis for the creation and updating of employee records maintained by the Payroll Services Unit and shall be used solely for authorized payroll and personnel-related purposes.
3. All personal information collected through the PDS shall be processed with due regard to privacy, confidentiality, and security. Such information shall only be accessed and used by authorized personnel in the performance of legitimate government functions, including payroll administration and personnel records management.
4. For information, guidance and strict compliance.



BENJAMIN D. PARAGAS PhD, CESO III
 Director IV/Regional Director

For

FLORANTE E. VERGARA
 Director III

ASD/JMM/rgp

MEMORANDUM		Date: <u>6/18/24</u>	Released (Records): <u>UCP</u>
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elern/Sec School Heads	
	<input type="checkbox"/> Private Schools	<input checked="" type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input checked="" type="checkbox"/> Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	<input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief
	<input type="checkbox"/> AO	<input type="checkbox"/> Atty	Signature:



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 304-3855; (078) 396-9728
 Email Address: region2@deped.gov.ph
 Website: region2.deped.gov.ph





Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY

PERSONAL DATA SHEET - PSU ADMIN

Employee No: _____
 (to be filled up by PSU Personnel)

Name: _____
 (First Name) (Middle Name) (Last Name)

Address: _____

Date of Birth: _____ **Civil Status:** _____ **Age:** _____ **Sex:** _____

Division: _____ **District:** _____

School: _____

Position: _____ **Item No.** _____

Employee Status: _____ **() New () Transferee:** _____
 (In case of transferee please attach payslip or list of deduction from previous station)

Date of Appointment: _____ **Salary Grade:** _____ **Step:** _____

Basic Salary: _____

GSIS BP No: _____

Philhealth No: _____

TIN No: _____

ATM Account No. _____ (10 digits)

Pagibig ID No: _____

For Withholding Tax Purposes:

A. Status: () Single () Head of the Family
 () Married () Widow / Widower

B. No. of qualified dependents:
 (for HOF / Married)

NAME	AGE
_____	_____
_____	_____
_____	_____

For Withholding Tax Purposes please Attached xerox copy of BIR Form 2305/1902

I HEREBY CERTIFY that the above information are true and correct.

 (Signature Over Printed Name)

Data Privacy Notice:

Data collected by the Payroll Services Unit shall be used solely for the documentation, verification, and processing of payroll-related transactions and claims. Information collected shall be securely stored and retained only as necessary and shall not be disclosed without your consent, except as required by law. By submitting this form, you consent to the collection, processing, and retention of your personal information for payroll purposes.



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph

Doc. Ref Code	RD-220-F036	Rev	00
Effectivity Date	06-09-2023	Page	1 of 1

