



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 21FAS02-ADV-01-01

**ADVISORY**

TO : ALL PSA OFFICIALS AND EMPLOYEES

SUBJECT : Submission of Updated Personal Data Sheet (PDS);  
Oath of Data Privacy; and 2020 Statement of Assets,  
Liabilities, and Net Worth (SALN)

DATE : 22 January 2021

Philippine Statistics Authority (PSA) officials and employees are advised on the submission of the following:

1. Three (3) original hard copies of updated, duly accomplished, and subscribed and sworn PDS using CS Form No. 212, Revised 2017 to the Human Resources Division (HRD);

Please be reminded of the following:

- a. The passport size picture to be used in the PDS must be taken within the last six (6) months before submission;
  - b. HRD will not provide copies of previously submitted PDS to anyone requesting the same;
  - c. HRD will not be held liable for entries made in the PDS;
  - d. To avoid wrong/inaccurate entries in the PDS, please refer to the guide in filling out the PDS (CSC MC No. 16, s. 2017); and
  - e. Submitted PDS is considered as a measurement tool of integrity. Any misrepresentation made in the PDS shall cause the filing of administrative/criminal case/s against the person concerned.
2. Two (2) original hard copies of duly accomplished and subscribed and sworn Oath of Data Privacy to HRD; and



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3. Three (3) original hard copies of duly subscribed and sworn 2020 SALN Form using the prescribed form per Civil Service Commission (CSC) Memorandum Circular (MC) No. 4, s. 2016.

All Central Office officials and employees are to submit the three (3) original hard copies of SALN to HRD.


SALN Forms are to be submitted to the following offices:

PSA Offices	Where to Submit
Central Office c/o HRD	Civil Service Commission Central Office
Field Offices in Luzon	Office of the Ombudsman for Luzon
Field Offices in Visayas	Office of the Ombudsman for Visayas
Field Offices in Mindanao	Office of the Ombudsman for Mindanao

All Field Offices must furnish HRD one (1) of the three (3) original hard copies of duly subscribed and sworn SALN and Disclosures.

Deadline of submission is on **25 February 2021**.

For strict compliance.



**DENNIS S. MAPA, Ph.D.**

Undersecretary

National Statistician and Civil Registrar General

MLM/SLR/CCV

*Attachments:*

1. *Personal Data Sheet (CS Form No. 212, Revised 2017);*
2. *Oath of Data Privacy;*
3. *SALN Form, Revised as of January 2015 and Promulgated on January 23, 2015;*
4. *CSC Guide to Filling Out the PDS (CSC MC No. 16, s. 2017);*
5. *CSC MC No. 4, s. 2016;*
6. *CSC Resolution No. 1500088; and*
7. *Office of the Ombudsman MC No. 2 dated 02 August 2017*