



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 22FAS02-ADV-01-06

ADVISORY

TO: ALL CENTRAL AND FIELD OFFICE OFFICIALS AND EMPLOYEES

SUBJECT: Submission of Updated Personal Data Sheet and 2021 Statement of Assets, Liabilities, and Net Worth

DATE: 15 February 2022

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 2 series of 2017, all government officials and employees are mandated to submit Statement of Assets, Liabilities, and Net Worth (SALN) on or before 30th day of April every year. In addition, an updated Personal Data Sheet (PDS) should also be submitted in accordance with the "Guide to Filling Out the PDS" as attached to CSC MC No. 16, s. 2017.

In relation to this, all officials and employees should submit:

1. Three (3) original hard copies of updated, duly accomplished, and subscribed and sworn PDS using Civil Service (CS) Form No. 212, Revised 2017; and
2. Three (3) original hard copies of duly subscribed and sworn 2021 SALN Form using the prescribed form per CSC MC No. 4, s. 2016.

For the submission of PDS, please be reminded on 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. Human Resources Division (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; and
- d. 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.



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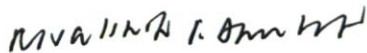
All Central Office officials and employees are to submit the three (3) original hard copies of PDS and SALN to the HRD.

All Field Offices are to submit two (2) of the three (3) original hard copies of duly subscribed and sworn SALN and Disclosures to the following offices and must furnish the remaining one (1) hard copy to the HRD:

PSA Offices	Where to Submit
Central Office c/o HRD	Office of the Ombudsman through the 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

Deadline of submission is on or before **01 March 2022**.

For your guidance and strict compliance.



ROSALINDA P. BAUTISTA
Assistant Secretary

DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

DNSLM/SLR/CCV

Attachments:

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