



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 23FAS02-ADV-01-02

ADVISORY

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : Submission of Updated Personal Data Sheet and Statement of Assets, Liabilities and Net Worth as of 31 December 2022

DATE : 05 January 2023

This is to advise you on the submission of the following:

1. Three (3) original hard copies of updated, duly accomplished, and subscribed and sworn Personal Data Sheet (PDS) using Civil Service (CS) Form No. 212, Revised 2017; and

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;
 - d. To avoid wrong/inaccurate entries in the PDS, please refer to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 16, s. 2017), the Guide to Filling Out the PDS; 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. Three (3) original hard copies of duly subscribed and sworn Statement of Assets, Liabilities and Net Worth (SALN) Form as of 31 December 2022 using the prescribed form per CSC MC No. 4, s. 2016.

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



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

All Field Office officials and employees are to submit the three (3) original hard copies of PDS to HRD, while two (2) of the three (3) original hard copies of duly subscribed and sworn SALN and Disclosures must be submitted to the following offices and the remaining one (1) hard copy must be furnished to 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 2023**.

For your guidance and strict compliance.



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General



SLR/CCV/LMT

Attachments:

1. *Personal Data Sheet (CS Form No. 212, Revised 2017);*
2. *Statement of Assets, Liabilities and Net Worth Form, Revised as of January 2015 and Promulgated on January 23, 2015;*
3. *Civil Service Commission (CSC) MC No. 16, s. 2017 dated 15 May 2017, Guide to Filling Out the Personal Data Sheet;*
4. *CSC MC No. 4, s. 2016 dated 29 January 2016;*
5. *CSC Resolution No. 1500088, Promulgated on 23 January 2015; and*
6. *Office of the Ombudsman MC No. 2 dated 02 August 2017*