



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 142, s. 2025

TO : Division Chiefs
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Concerned

SUBJECT: SUBMISSION OF PERSONAL DATA SHEET, COPY OF VALID PRC LICENSE AND 2024 STATEMENT OF ASSETS, LIABILITIES & NETWORTH

DATE : February 26, 2025

1. Please be informed that all teachers and employees of this Agency are required to submit **1 original copy of the Personal Data Sheet (CS Form 212, revised 2017) with Work Experience Sheet, 1 photocopy of a Valid PRC License (Teachers & employees with RA 1080) and 2 original copies and Scanned copies of Statement of Assets, Liabilities & Net Worth (Revised 2015) for CY 2024.**
2. The photocopy of the Valid PRC License to be submitted by the teachers and other employees need not be authenticated by the PRC. Further, teachers and employees with expired licenses must renew their PRC License and submit to this office a renewed/valid copy.
3. All districts are expected to submit the documents arranged alphabetically with endorsement on or before **March 15, 2025**. Attach a List of All Teachers/Employees in the district in alphabetical order regardless of stations indicating whether they have submitted the documents or not. Each concerned teacher/employee must retain a personal copy/file.

Elementary, Secondary & Senior High (per District) and Insular	Required Document
1 folder for Div. 201 File	PDS
1 folder for Div. 201 File	Valid PRC License
1 folder for Div. 201 File	SALN 2024
1 folder and Ecopy of Scanned SALN for Ombudsman copy	

4. Immediate dissemination and strict compliance with this Memorandum are directed.



[Signature]
MARGARITO A. CADAYONA, JR. PHD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
CO # 012 s. 2025



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