



Republic of the Philippines  
Province of Cagayan  
**MUNICIPALITY OF AMULUNG**

**SULONG  
AMULUNG**

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## OFFICE OF THE MAYOR

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**OFFICE ORDER  
No.05-A, s.2024**

DATE: **JANUARY 17,2024**

TO: **ALL LGU EMPLOYEES**

ATTN: **HUMAN RESOURCE MANAGEMENT OFFICER**

SUBJECT: **SUBMISSION OF UPDATED PERSONAL DATA SHEET(PDS)**

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You are hereby directed to submit in duplicate your updated Personal Data Sheet (CSC Form Revised 2017) in hard copy to the Office of the Human Resource Management Officer not later than January 31,2024.

The updated details/information in the PDS shall be as of January 2024. Attach the additional documents supporting the updates to be made in the said Sheet.

You may download a Copy of the CSC Prescribed PDS Template and The CSC Prescribed Guide to filling Up the PDS via this link <https://tinyurl.com/LGUnewpds.You> are reminded to STRICTLY adhere to the prescribed guidelines in accomplishing it. Though not mandatory, you are encouraged to computerize the details in your updated PDS.

For your immediate compliance.

**ELPIDIO R. RENDON**  
Municipal Mayor



*"Serbisyon may Pus"*



@amulunginformationmanagement



i-Text mo kay Mayor 09171545759



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