

BOY SCOUTS OF THE PHILIPPINES

National Office
Manila

03 December 2012

MEMORANDUM

T O : DIVISION DIRECTORS AND REGIONAL SCOUT DIRECTORS

SUBJECT : FILLING UP OF PERSONAL DATA SHEET (PDS)

With the recent affirmation by the Supreme Court and the Governance Commission on GOCCs (GCG) that the Boy Scouts of the Philippines (BSP) is a Government Owned and Controlled Corporation (GOCC), the BSP Management decided that it must integrate into the Civil Service.

We have initially taken steps with the Civil Service Commission (CSC)-Manila Field Office and one of the requirements is the submission of the Personal Data Sheet (PDS) or the CS Form 212.

In view of the foregoing, may we request that all the staff in your Division/Region (including yourself) to fill up the attached PDS at one (1) copy/set per staff. Please use the attached guide in filling up the form.

The completely filled up PDS should be submitted by Division/Region to the Administration Division, c/o Mrs. Aliw B. Delos Reyes, HRMO, as follows:

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|------------------------------------|---|----------------------------------|
| a) BSP-National Office Divisions | - | not later than December 10, 2012 |
| b) Regional Offices and Camp Staff | - | not later than December 14, 2012 |

For immediate compliance.


J. RIZAL C. PANGILINAN
Secretary General

Encls : as stated