



Republic of the Philippines
DEPARTMENT OF HEALTH
Center for Health Development Davao Region
SOUTHERN PHILIPPINES MEDICAL CENTER
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January 25, 2023

HOSPITAL MEMORANDUM

No. 51, s. 2023

TO : ALL CONCERNED MEDICAL SPECIALISTS

SUBJECT : SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

In order to update the existing records of consultants with plantilla items, all concerned Medical Specialists, Full Time and Part Time, are hereby required to submit their updated **Personal Data Sheet (PDS)** using *CS Form No. 212 revised 2017*. The PDS must be properly accomplished and duly subscribed and sworn before a notary public.

The due date of submission to the Human Resource Management Office (HRMO) is on **February 15, 2023**.

Those **Medical Specialists who were appointed or promoted in the year 2022 and 2023 are exempted from this order** as their latest information were already indicated in the PDS of their most recent appointment.

For strict compliance.


RICARDO B. AUDAN, MD, FPAFP
Medical Center Chief