




Republic of the Philippines  
**IFUGAO STATE UNIVERSITY**

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**MEMORANDUM No. 8 s. 2012.**

To : All employees  
This University

From :  SERAFIN L. ANGOHAYON, Ph.D.  
University President

Subject : Submission of Updated Personal Data Sheet (PDS)

Date : February 1, 2012

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In line with our efforts to establish a comprehensive management of employees' individual records in the Department of Human Resources and Development, all employees are required to appropriately update their individual records by accomplishing Personal Data Sheet (PDS). Please attach a 2x2 recent I.D picture and a photocopy of your valid license/cert. of eligibility. Deadline of submission shall be on February 8, 2012.

The PDS is a basic document that requires regular updating considering that it is the main source of data used to come up with reports needed for our consumption as well as for other requesting agencies like CHED, DBM, CSC and TESDA

For your immediate compliance.

Cc: HRD  
Records