



CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

Memorandum No.: 02-02-2017 (13)

TO: VPs, DEANS, DIRECTORS, HEADS OF OFFICES/UNITS

FROM: The University President

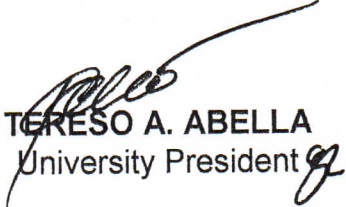
SUBJECT: SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS)

DATE: February 2, 2017

The Human Resource Management Office (HRMO) is currently updating its database for the incumbent personnel of the university to provide timely and accurate information which can be used for management decision.

In view of this, you are hereby instructed to submit your updated PDS in hard (2 copies) and soft copy to the HRMO (hrmo@clsu.edu.ph) not later than **March 1, 2017**. Please include two passport size ID pictures taken within the last six months. The template for the PDS can be downloaded from the CLSU website.

Your priority attention on this matter is highly enjoined.


TERESO A. ABELLA
University President

Cc: Records