



Republic of the Philippines  
**Department of Finance**  
**BUREAU OF LOCAL GOVERNMENT FINANCE**

Region IV-A (CALABARZON)  
3<sup>rd</sup> Flr. Marcelita Bldg., National Highway  
Brgy. Real, Calamba City

**REGIONAL MEMORANDUM CIRCULAR NO. 07-11**  
April 12, 2011

**TO : All Provincial/City and Municipal Treasurers and their Assistants (Regular, OIC/ICO and Acting) and Others Concerned.**

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

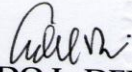
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For the information and guidance of all concerned, quoted hereunder is the first (1<sup>st</sup>) paragraph of BLGF Memorandum dated March 15, 2011 of the Executive Director, this Bureau, to wit:

“In view of the updating of the Personnel information Database of this Bureau, all officials and employees (Central and Regional Offices) including all local treasurers and assistant treasurers, whether regularly appointed or designated as OIC/ICO in an acting capacity, are hereby required to accomplish their updated Personal Data Sheet (PDS) in 2 sets—all original copies, (1 for BLGF and 1 for Employee) and submit the same to the Administration Division on or before April 29, 2011.

The Provincial Treasurers within this Region are therefore, hereby instructed to disseminate the contents of this Memorandum Circular, providing copies thereof to all Municipal Treasurers within their respective jurisdictions.

For strict compliance.

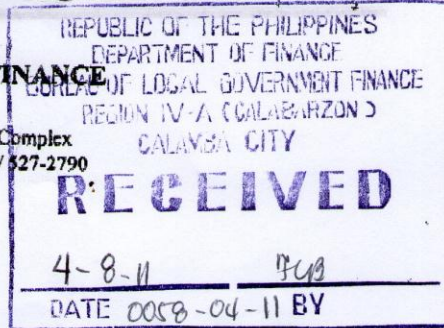
  
**EDUARDO L. DEL ROSARIO**  
Regional Director



REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**

DEPARTMENT OF FINANCE

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**MEMORANDUM**


**TO : ALL BLGF OFFICIALS AND EMPLOYEES  
(Central and Regional Offices ) AND LOCAL TREASURERS  
AND THEIR ASSISTANTS (Regular, OIC/ICO and Acting)**

**SUBJECT : Submission of updated Personal Data Sheet (PDS)**

**DATE : March 15, 2011**

In view of the updating of the Personnel Information Database of this Bureau, all officials and employees (Central and Regional Offices) including all local treasurers and assistant treasurers, whether regularly appointed or designated as OIC/ICO or in an acting capacity, are hereby required to accomplish their updated Personal Data Sheet (PDS) in 2 sets - all original copies, (1 for BLGF and 1 for Employee) and submit the same to the Administration Division on or before April 29, 2011.

For strict compliance.

  
MA. PRESENTACION R. MONTESA, CESO III  
Executive Director