



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**MEMORANDUM**

Order No. 075 *gk*  
 Series of 2024

**TO :** ALL REGULAR EMPLOYEES UNDER THE OFFICE OF THE CHIEF MINISTER  
 Bangsamoro Autonomous Region in Muslim Mindanao

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

**DATE :** 03 Sha'ban 1445 AH | 13 February 2024

Rule XII, Section 139 (e) of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions provides that the HRMO shall ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of an appointee is updated and accomplished properly and correctly. Further, to monitor any change in an employee's profile, the PDS shall be updated on an **annual basis**.

Submission of updated PDS is an essential measure to ensure that changes in employees' information are documented, as well as adherence to Civil Service Commission compliance standards and regulatory requirements; thus, **all regular employees** under the Office of the Chief Minister (OCM) are directed to **submit two (2) copies of updated PDS** on or before **24 March 2024**.

For questions and/or clarifications, please contact the AMS-Human Resource Management Division (HRMD) through Ms. Fatima O. Datumanong at (064) 421-99-68.

For guidance and **strict compliance**.

**By Authority of the Chief Minister**  
**AHOD B. EBRAHIM**

*mas*  
**ABUNAWAS L. MASLAMAMA**  
 Senior Minister

OCM-BARMM AMS-RD  
 AAA157606



Bangsamoro Autonomous Region in Muslim Mindanao  
 Office of the Chief Minister  
**OFFICE OF THE SENIOR MINISTER**  
**RELEASED**  
 Name: ABDUL AZIS LU ALI  
 Date: 26 FEB 2024 Time: 2:40 PM

Bangsamoro Autonomous Region in Muslim Mindanao  
 OFFICE OF THE CHIEF MINISTER  
 Records Division - AMS  
**RELEASED**  
 BY: Kanan CG  
 DATE: 26 FEB 2024  
 TIME: 2:04 PM

**RECEIVED FOR ROUTING**  
 By: Masnah K. Midtimbang  
 Date: 26 FEB 2024  
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