



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
No.4 Visayas Avenue, Brgy. Vasra, Quezon City  
Tel. Nos. 924-7980, 921-4473; Fax No. 456-6368  
Website: [www.nmis.gov.ph](http://www.nmis.gov.ph)  
e-mail: [nmis@nmis.gov.ph](mailto:nmis@nmis.gov.ph)

ECS Copy

December 21, 2020

**MEMORANDUM ORDER NO. 12-2020-488**

**TO : ALL NMIS PERMANENT EMPLOYEES**

**FROM : THE EXECUTIVE DIRECTOR**

**SUBJECT : SUBMISSION OF UPDATED PERSONAL DATA SHEET (PDS) & STATEMENT OF ASSETS, LIABILITIES & NET WORTH (SALN) AS OF DECEMBER 2020**

Pursuant to RA 6713 which requires the yearly submission of reports to CSC and Ombudsman, you are hereby directed to accomplish and submit the following documents:

**I. PERSONAL DATA SHEET (PDS)**

- Use the revised PDS Form (CS Form No. 212 Revised 2017)
- Use black ink only in filling out
- Fill in all the required information, **DO NOT** leave an item blank, put "N/A" if not applicable
- Signature and Date in every page is required
- Follow the guidelines in filling out the PDS
- Submit **two (2) original copies** with updated passport size picture

**II. STATEMENT OF ASSETS, LIABILITIES & NET WORTH (SALN)**

- Use the revised SALN Form as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015
- For those who will use soft copy of SALN Form, **DO NOT** change the format of the form
- Use black ink only in filling out
- SALN should be as of **DECEMBER 2020**
- For those married employees, signature of spouse is required together with their ID Number
- Indicate the exact address of real properties
- Check computation of SALN before the submitting
- Fill in all required information, **DO NOT** leave an item blank, put "N/A" if not applicable
- Follow the guidelines in filling out SALN
- Submit **two (2) original copies**

For RTOCs, the designated Administrative Officers are hereby directed to check and review the computation, correctness and ensure that the guidelines in filling out said documents were followed before submitting to Central Office.

*"A food-secure Philippines with prosperous farmers and fisherfolk"*

NMIS is ISO 9001:2015 Certified



National Meat Inspection Service Records Unit	
<i>Rubio</i>	<i>11:5AM ET</i>
Date	Received By

Deadline of submission is **on or before January 31, 2021** in order to give the Human Resource Management Section ample time to prepare for the submission of PDS and SALN to CSC and Ombudsman. All employees are strictly required to follow the given timeline.

Non-submission shall be dealt with accordingly.

For your information and strict compliance.



**DR. REILDRIN G. MORALES, MVPH Mgt.**