



---

**CNU HR Memo No. 4, s. 2025**

**Date** : 06 January 2025  
**To** : All Casual Employees  
**From** : Human Resource Management Unit  
**SUBJECT** : Submission of Personal Data Sheet (PDS)

---

To ensure compliance of the Personal Data Sheet under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, the following documents must be submitted to the Human Resource Management Office:

- Three hardcopies of your **Personal Data Sheet** (PDS);

Deadline for submission shall be on **January 31, 2025 (Friday)**. Please submit your accomplished documents in the Office of the HRMU.

For your guidance.

Yours truly,

  
**Atty. SHANNINE C. FORTUNA**  
Head, Human Resource Management Unit

*A Friendly reminder: Please do not notarize the PDS.  
Please use **Blue**  signatures.*



Certification Date: 24 January 2024  
Recertification due date: 24 January 2027  
For verification of the certificate please  
access [www.gcl-intl.com](http://www.gcl-intl.com) (Certification  
check and type the registration number)



WORLD'S  
UNIVERSITIES  
WITH REAL IMPACT





**CNU HR Memo No. 5, s. 2025**

**Date** : 06 January 2025  
**To** : All Permanent/Temporary Faculty and Non-Teaching Employees  
**From** : Human Resource Management Unit  
**SUBJECT** : Submission of Personal Data Sheet (PDS) and Statement of Assets Liabilities & Net Worth (SALN)

To ensure compliance of the Personal Data Sheet, and Statement of Assets Liabilities & Net Worth under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, the following documents must be submitted to the Human Resource Management Office:

- Three hardcopies of your **Personal Data Sheet** (PDS);
- Three hardcopies of your **Statement of Assets Liabilities and Net Worth** as of December 31, 2024.

Deadline for submission shall be on **January 31, 2025 (Friday)**. Please submit your accomplished documents in the Office of the HRMU.

For your guidance.

Yours truly,

  
**Atty. SHANNINE C. FORTUNA**  
Head, Human Resource Management Unit

*A Friendly reminder: Please do not notarize the PDS & SALN.  
Please use **BLUE INK** for signatures.*



Certification Date: 24 January 2024  
Recertification due date: 24 January 2027  
For verification of the certificate please access [www.gcl-intl.com](http://www.gcl-intl.com) (Certification check and type the registration number)



WORLD'S  
UNIVERSITIES  
WITH REAL IMPACT

