

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila

April 7, 1983

MECS MEMORANDUM
No. 79, s. 1983

REQUIRING ALL PRESIDENTIAL APPOINTEES TO SUBMIT
THEIR PERSONAL DATA SHEET

To: Bureau Directors
Cultural Agency Directors
Regional Directors
Chiefs of Services and Heads of Units
Presidents, State Colleges and Universities
Head Executive Assistant

1. Inclosed is a copy of Memorandum Circular No. 1256 of the Office of the President dated March 16, 1983, which is self-explanatory.
2. It is desired that the personal data sheet on the inclosed prescribed form, duly accomplished, of all presidential appointees, as well as of those who are being recommended for positions requiring Presidential appointment, be submitted direct to reach the Office of the President not later than April 15, 1983.
3. Compliance of all concerned is enjoined.

(SGD.) ONOFRE D. CORPUZ
Minister

Incl.:

As stated

Reference:

None

Allotment: 1-(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
BUREAUS & OFFICES
OFFICIALS

(Inclosure to MECS Memorandum No. 79, s. 1983)

OFFICE OF THE PRESIDENT
OF THE PHILIPPINES
MALACANANG
Manila

MEMORANDUM CIRCULAR NO. 1256

REQUIRING THE SUBMISSION BY ALL PRESIDENTIAL APPOINTEES
OF THEIR DAILY ACCOMPLISHED PERSONNEL DATA SHEET

This Office is now in the process of updating/completing the records of all officials of the government who were appointed by the President as well as those officials and employees who are being recommended for promotion to positions requiring Presidential appointment.

In order to expedite the completion of our records, all heads of ministries, bureaus, offices and instrumentalities of the government, including government-owned or controlled corporations, are hereby required to submit to this Office not later than April 15, 1983, a duly accomplished data sheet of all officials in their respective offices who are presidential appointees, as well as of those who are being recommended for appointment to positions requiring Presidential appointment. Attached are the data sheets which may be used for the purpose.

Strict compliance herewith is enjoined.

By authority of the President:

(SGD.) JUAN C. TUVERA
Presidential Executive Assistant

Incl.:
As stated

Manila, March 16, 1983

A true copy

MALACANANG
OFFICE OF THE PRESIDENTIAL EXECUTIVE ASSISTANT

1. _____
Surname First Name Middle Name

2. _____
Title/Position

Bureau, Office, or Agency

Ministry

3. a. _____ b. _____
a. Nature of the appointment: permanent, acting, or officer-in-charge
b. Effective date

Name and title of the official who issued the appointment or designation

4. _____

Office Address Telephones

Residence Telephones

5. _____

Birthplace Birthdate

5a. _____

Spouse (For wife, maiden name in full)

Birthplace Birthdate

Children:

Names Ages



6. Important positions held (Government, business, civic, or professional groups)

7. Outstanding personal achievements

8. Educational background

University

Degress, honors, and awards

9. Political experience, if any

10. References

Signature

Date

