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July 19, 2021

MEMORANDUM

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : AUTHORIZED PERSONNEL TO ADMINISTER OATH IN PERSONAL DATA SHEET (PDS-CSC FORM NO. 212)

This is in connection to the filling up of Personal Data Sheet (PDS) being submitted by BAFS personnel as required. On the final page of the form, the declarant is to be sworn under oath by an authorized person, usually a Notary Public. As indicated in Executive Order 292 or the Administrative Code of the Philippines, Section 41, Paragraph 2, "Oaths may also be administered by any officer whose duties, as defined by law or regulation, require presentation to him of any statement under oath".

In view of this, Head of Office, all Division Chiefs and the Administrative Head of this Office are authorized to administer oath in lieu of a Notary Public.

Please be guided accordingly.


MYER G. MULA, Ph.D


