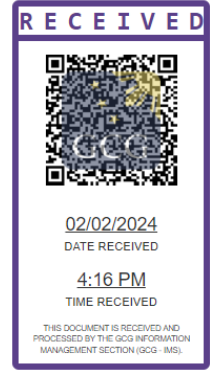




Office of the President of the Philippines  
**PRESIDENTIAL MANAGEMENT STAFF**  
Malacañang



**MEMORANDUM**

**FOR** All Heads of Departments, Agencies, Offices and Instrumentalities, including Government-Owned or -Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and State Universities and Colleges (SUCs)

**FROM** The Senior Undersecretary and Head, PMS

**SUBJECT** **SUBMISSION OF UPDATED DOCUMENTARY REQUIREMENTS BY PRESIDENTIAL APPOINTEES**

**DATE** FEB 0 2 2024

Upon the directive of the Executive Secretary, all incumbent Presidential appointees appointed before 01 February 2023 are directed to submit their updated Personal Data Sheet<sup>1</sup> and clearances<sup>2</sup> from the Civil Service Commission, National Bureau of Investigation, Office of the Ombudsman, and Sandiganbayan.

The Heads of Departments, Agencies, Offices, Instrumentalities, GOCCs, GFIs, and SUCs must ensure compliance by all presidential appointees under his/her agency. All requirements must be submitted to the Presidential Management Staff (PMS)<sup>3</sup> **within thirty (30) days** from issuance of this Memorandum.

For strict compliance.

**SIGNATURE  
REDACTED**  
[Handwritten Signature]  
**ELAINE T. MASUKAT**

<sup>1</sup> Appointive Director Data Sheet for the Members of the GOCC Governing Boards covered by Republic Act No. 10149.  
<sup>2</sup> Issued within the last twelve (12) months.  
<sup>3</sup> Mailing Address: PMS Building, Arlegui St., San Miguel, Manila. Email Address: op.appointments@pms.gov.ph