

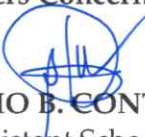


Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 350 s. 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
OSDS Section Heads
All Others Concerned

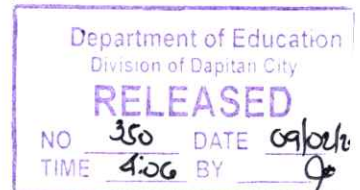
FROM :  ROSALIO B. CONTURNO, JR., Ph.D.
OIC-Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: **UPDATING OF 201 FILES**

DATE : **September 1, 2022**

Relevant to our application for PRIME-HRM Level II accreditation to achieve a process-defined level from the transactional level, all teaching and non-teaching personnel of this division are directed to submit an updated 201 file (in green expanded envelop) on or before September 15, 2022 with the following attachment, to wit:

1. CS Form 212 (Personnel Data Sheet)
2. CS Form 33 (Appointment Form)
3. Position Description Form (for all types of appointments)
4. Medical Certificate (for original appointment and reemployment)
5. Clearance (NBI Clearance for original appointment and reemployment)
6. Clearance from financial obligations and property accountability for transfer reemployment
7. Neuro-psychiatric Examination (for original appointments to positions which involve the maintenance of peace and order and the protection of life and property)
8. Licenses, if necessary
9. Performance Evaluation Documents
10. Commendation, Certificate of Achievement, Award, etc.
11. Disciplinary Action Documents
12. Other employee records (e.g. written consent of demoted employee)



The Personnel Officer is tasked to record (in the logbook) the retrieval of the 201 files in the Division Office by the School Heads which will be turned over to the concerned teachers/personnel for updating.

Immediate dissemination of this memorandum is desired.



Sunset Boulevard, Dawo, Dapitan City
(065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

