



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

Office of the Schools Division Superintendent

March 20, 2025

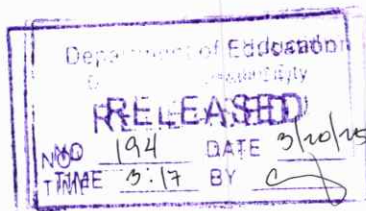
**MEMORANDUM**

No. 194, s. 2025

**To: All Administrative Officers II**  
Elementary & Secondary Schools  
This Division

**UPDATING OF SCHOOL 201 FILES**

- In line with our commitment to maintaining accurate and up-to-date employee records and sustaining our PRIME-HRM Bronze Award, all school-based Administrative Officers II are directed to update the 201 files of teachers and employees in their respective clustered schools.
- The 201 files must contain the following essential documents:
  - CS Form 212 (Personnel Data Sheet)
  - CS Form 33 (Appointment Form)
  - Position Description Form (for all types of appointments)
  - Medical Certificate (for original appointment and reemployment)
  - Clearance ( NBI Clearance for original appointment and reemployment)
  - Clearance from financial obligations and property accountability for transfer reemployment
  - Photocopy of PRC License
  - Performance Evaluation Documents
  - Commendation, Certificate of Achievement, Award, etc., if any
  - Disciplinary Action Documents, if any
  - BIR Form 1902/2305
  - PhilHealth Employee Number (PEN)
  - Transcript of Records/S.O (authenticated from school attended)
  - Membership Identification Number (MID) Pag-ibig
  - Statement of Assets, Liabilities, and Net Worth (SALN)
- The Personnel Officer and the Division Administrative Officer shall oversee compliance with this directive and submit to the Office of the Schools Division Superintendent a report following a **compliance check on April 18, 2025**.
- For guidance and compliance.



**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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