



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No. 394, s. 2022

OCT 12 2022

**UPDATING OF 201 FILES OF ALL TEACHING AND NON-TEACHING
PERSONNEL OF SDO-KANBANKALAN CITY**

To: OIC-Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
SDO Section/Unit Heads
All Other Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 8, s. 2007 on the Management of 201 files, this office will implement its annual updating of records.
2. All teaching and non-teaching employees are required to update their respective 201 files to be submitted to the SDO Records Officer not later November 2, 2022.
3. All school heads are enjoined to ensure that updated copies of the 201 files of their teachers and non-teaching personnel are also filed/maintained in their respective schools.
4. For the information and guidance of all concerned, please see attached enclosure (Contents of 201 Files).
5. Immediate dissemination and compliance to this Memorandum is desired.

NICASIO S. FRIO, EdD, CESO VI
OIC- Schools Division Superintendent



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CONTENTS OF 201 FILES

A. APPOINTMENTS

1. Appointments (original to present)
2. Oath of Office
3. Personal Data Sheet (CSC form 212 revised 2017)
4. Copies of Certificate of Eligibilities/Licenses
5. Certificate of Training (for the past years)
6. Official Transcript of Records or Certification of earned units (undergraduate, masteral, PhD and other related)
7. Position Description Form (CSC-DBM form)

B. CERTIFICATIONS

1. Assumption to Duty
2. Notice of Salary Adjustments/Step Increments
3. Employment/Service Record/Contracts of Services (if applicable)
4. Certificate of Leave Balances (for transferees)
5. Clearance from Property and Money Accountabilities and CSC Form 7 (for transferees)
6. Others

C. DIPLOMAS, COMMENDATIONS AND AWARDS

D. COMMUNICATIONS/ORDERS/CASES

1. Letters/Indorsement
2. Designation/assignment Order (if applicable)
3. Disciplinary Action (if there's any)

E. OTHERS

1. Medical Certificate CSC Form 211 (for newly hired)
2. NBI Clearance (for newly hired/provisional)
3. Photocopy of Birth Certificate issued by PSA/Local Civil Registrar
4. Photocopy of PSA Married Certificate (for married personnel)
5. SALN

