



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

DIVISION MEMORANDUM

No. 114

**SUBMISSION OF UPDATED 201 FILES
FOR PERSONNEL STATIONED IN THE DIVISION OFFICE**

To: Assistant Schools Division Superintendent
CID and SGOD Chief
Sections Heads
All Concerned SDO Personnel

1. As part the division's commitment to continuously improve our human resource processes and efforts on the reconstruction of personnel records – All 201 files of personnel directly reporting in the division office must be updated pursuant to the requirements outlined in Civil Service Commission's **Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM)**
2. All concerned SDO personnel are hereby directed to submit their updated 201 files (*hard copy and scanned copy*) on or before **May 09, 2025 (Friday)**. The complete list of documentary requirement are as follows:
 - a. Copy of Appointment – CSC Form 33
 - b. Updated CSC Form 212 (Revised 2017) – Personal Data Sheet
 - c. SALN (*recent*)
 - d. Certificate of Eligibility / PRC License
 - e. Copy of Diploma/Transcript of Record
 - f. Marriage of Contract (if applicable)
 - g. Birth Certificate
 - h. Commendation and Awards (if applicable)
 - i. Service Record
 - j. Oath of Office
 - k. Certificate of Assumption to Duty
 - l. Position Description Form
 - m. Individual Performance Commitment and Review Form (IPCRF)
 - n. Office Order
 - o. Plantilla
 - p. Notice of Step Increment (if applicable)
 - q. Notice of Salary Adjustment (if applicable)
 - r. Medical Certificate
 - s. NBI Clearance



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon
4700
Landline: (056) 211-6461
Email: sorsogon@deped.gov.ph
Website: depedsorsogon.com.ph



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3. To secure confidentiality of the 201 files, each section shall designate a focal person who will facilitate the checking of pertinent documents, assist in uploading digital/scanned copies of documents and collate them before submission by **Batch/Bundle** with a transmittal (*Enclosure 1*). *Please refer to Enclosure No. 2 for instructions on preparing the 201 file folders and Enclosure No 3 for instructions on uploading scanned copies of the documents.*
4. For inquires or immediate assistance, please get in touch with Personnel Section through **Reina Blanca Rempillo**, Administrative Assistant III/ 201 Handler.
5. For information, guidance and compliance.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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ENCLOSURE 1
MASTER LIST OF PERSONNEL WITH COMPLETE 201 FILES

SECTION: _____

LAST NAME	FIRST NAME	MIDDLE NAME	POSITION	REMARKS
				COMPLETE/INCOMPLETE *Documents for compliance



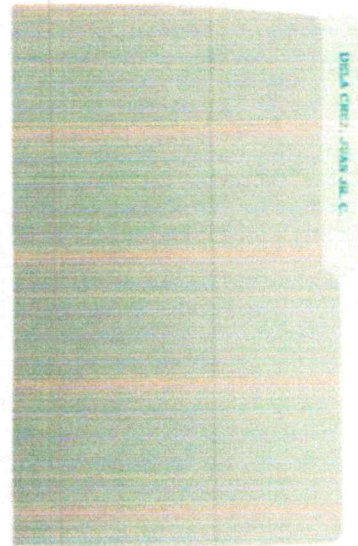
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ENCLOSURE 2
INSTRUCTION FOR THE PREPARATION OF 201 FILE FOLDERS

1. Use long (8.5 x 13) green folder
2. Label the folder with format below
 - A. Font Style: Bookman Old Style
 - B. Font Size: 26
 - C. ALL CAPITALIZE
 - Ex. **DELA CRUZ, JUAN DELA CRUZ JR.**
3. Fasten all the required documents with the following arrangement:
 - a. Copy of Appointment – CSC Form 33
 - b. Updated CSC Form 212 (Revised 2017) PDS
 - c. SALN (*recent*)
 - d. Certificate of Eligibility / PRC License
 - e. Copy of Diploma/Transcript of Record
 - f. Marriage of Contract (if applicable)
 - g. Birth Certificate
 - h. Commendation and Awards (if applicable)
 - i. Service Record
 - j. Oath of Office
 - k. Certificate of Assumption to Duty
 - l. Position Description Form
 - m. Individual Performance Commitment and Review Form (IPCRF)
 - n. Office Order
 - o. Plantilla
 - p. Notice of Step Increment (if applicable)
 - q. Notice of Salary Adjustment (if applicable)
 - r. Medical Certificate
 - s. NBI Clearance
4. Insert the green folder in the brown envelope provided.





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ENCLOSURE 3
INSTRUCTION FOR UPLOADING 201 FILE DOCUMENTS

1. Each personnel must scan their respective documents following this arrangement:
 - Name each file as ex. CSC33_20110897_DELACRUZ, CSC212_20110897_DELACRUZ, SALN_20110897_DELACRUZ
 - a. Copy of Appointment – CSC Form 33
 - b. Updated CSC Form 212 (Revised 2017) PDS
 - c. SALN (*recent*)
 - d. Certificate of Eligibility / PRC License
 - e. Copy of Diploma/Transcript of Record
 - f. Marriage of Contract (if applicable)
 - g. Birth Certificate
 - h. Commendation and Awards (if applicable)
 - i. Service Record
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2. All Division Office personnel must access the link:



3. All concerned personnel must ensure that he/she was able to accomplish all the data in the link provided and upload all the scanned 201 documents accordingly.



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