



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

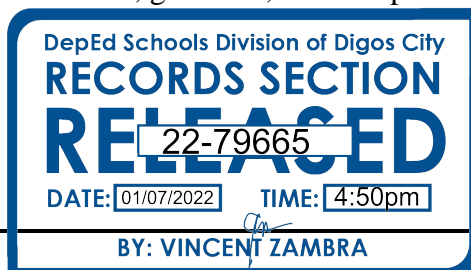
DIVISION MEMORANDUM
No. 014, s. 2022

January 3, 2022

SUBMISSION OF 201 FILE OF ALL TEACHING AND NON – TEACHING PERSONNEL

To: Chief, CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel

1. Pursuant to the issued CSC Memorandum Circular No. 8, S. 2007, dated May 8, 2007, with approved Resolution No. 070881, regarding Management of 201/102 Files. The Human Resource Management Office shall be responsible for the establishment, maintenance, and disposal of 201/102 file of each personnel in its agency.
2. In line with this, the field is hereby requested to submit their 201 files in the Division Office for the said purpose.
3. The 201 file should contain the following documents:
 - a. Appointments [CSC Form 33]
 - b. Assumption to Duty
 - c. Certification of Leave Balances (for transferees)
 - d. Clearance from Property and Money Accountabilities (for transferees)
 - e. Contracts of Services (if applicable)
 - f. Copies of Certificates of Eligibilities
 - g. Copies of Diplomas, Commendations and Awards
 - h. Copies of Disciplinary Actions (if any)
 - i. Copy of Marriage Contract (if applicable)
 - j. Designations
 - k. Medical Certificate [CSC Form 211]
 - l. NBI Clearance
 - m. Notices of Salary Adjustments/Step Increments
 - n. Oaths of Office
 - o. Personal Data Sheet [CSC Form 212]
 - p. Position Description Forms
4. Submission of the 201 files should not be later than March 31, 2022.
5. For information, guidance, and compliance.




CRISTY C. EPE
Schools Division Superintendent 



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375