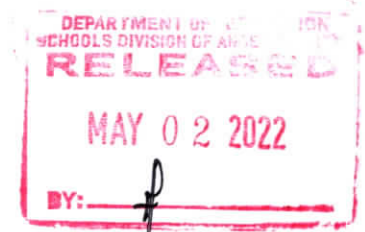




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



DIVISION MEMORANDUM

No. 171 s. 2022

April 29, 2022

UPDATING OF DIVISION PERSONNEL RECORDS/ 201 FILES

To: Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division
Chief of School Governance and Operations Division
Heads of Public Elementary, Integrated, Junior and Senior High School

1. All Division Personnel are requested to submit to the Personnel Office on or before May 6, 2022, their updated CSC Form 212 (Revised 2017)/ Personal Data Sheet with latest 2x2 ID picture; Designation Orders/ Special Assignments; updated Transcript of Records, among others, if applicable.
2. Likewise, all Unit Heads are to submit their OPCRf together with their personnel's IPCRFs and Individual Development Plans and Summary of Ratings in alphabetical order for CY 2020, CY2021 and CY2022.
3. The updating is relative to the SDO Angeles City's intention to enhance and integrate Human Resource Management System in all levels using the metrics indicated in CSC MC No. 3, s. 2012 or the Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM). In line with program, attached is the CSC Letter, signed by Director Fernando O. Mendoza, dated April 19, 2022, on the conduct of an On-site Assessment of our division by the Policies and Systems Evaluation Division (PSED) Assessment Team on May 25, 2022.
4. As one of our initial preparations for the On-site Assessment, all schools and offices are hereby directed to organize their personnel 201 files in accordance to the standards indicated in the PRIME-HRM Manual.
5. For reference, attached hereto is the checklist of documents to be enclosed in the 201 files.
6. For your urgent and immediate compliance.

[Signature]
MA. IRELYN P. TAMAYO, Ph D CESO V
Schools Division Superintendent



CA 2022-152
Address: Jesus Street, Pulungbulu, Angeles City
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angeles.city@deped.gov.ph





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CHECKLIST OF DOCUMENTS FOR PERSONNEL 201 FILES

1. Appointment (Form 33) arranged from latest to oldest
2. Assumption to Duty
3. Oath of Office
4. Personal Data Sheet (CSC Form 212/To be updated annually)
5. Position Description Form for all appointments issued
6. Photocopy of license
7. Certificate of Eligibilities/licenses (LET, PBET, CSC Exams)
8. Designation Orders, special assignments if applicable
9. Statement of Assets, Liabilities and Networth (SALN)
10. Notices of Salary Adjustments/Step Increments
11. Medical Certificate (CSC Form 211)
12. NBI Clearance
13. School Diplomas and Transcript of Records
14. Marriage Contract/Certificate
15. Certificate of Leave Balances (for transferees)
16. Clearance from Property and Money Accountabilities (for Transferees)
17. Commendations, Certificate of Achievement, Awards, etc.
18. Disciplinary Action Documents (if any)
19. OPCRF/IPCRF

Guidelines on Personnel Records Management

1. 201 Files must be individually filed and enclosed in expanding envelopes with proper label.
2. Files must be kept in a secured and safe area that is accessible only to the AO II or ADAS assigned to perform records management.
3. Employee records must be treated with utmost confidentiality and must not be shared without due consent from employee.



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