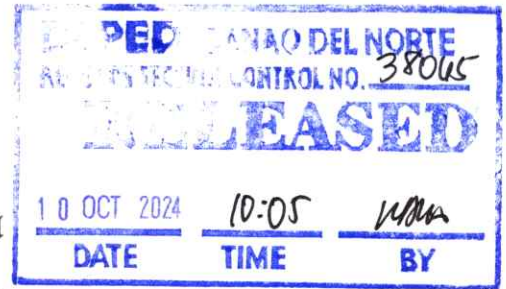




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANAOS DEL NORTE



October 8, 2024

DIVISION MEMORANDUM

No. 496 s. 2024

SCANNING, SUBMISSION AND UPDATING OF 201 FILES
IN THE SCHOOLS AND DIVISION OFFICE

To: Assistant Schools Division Superintendent
Chief (CID and SGOD)
SDO Personnel
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel

1. In compliance with Civil Service Commission (CSC) Memorandum Circular (MC) No. 8, s. 2007 on the Management of 201 Files and CSC MC No. 3, s. 2012 on the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), all Administrative Officer II are hereby directed to update and scan the 201 files of the personnel under their respective cluster schools.

Purpose: to expedite the scanning and updating of 201 files of all personnel in the Division

Instructions:

- a) Files to be included in the 201 files
- CS Form 212 (Personal Data Sheet)
 - CS Form 33 (Appointment Form)
 - Position Description Form (for all types of appointment)
 - Medical Certificate (for original appointment and reemployment)
 - Clearances (NBI clearance for original appointment and reemployment)
 - Clearance from financial obligations and property accountability (for transfer employment)
 - Neuro-psychiatric Examination (for original appointments to positions which involve the maintenance of peace and order and the protection of life and property)
 - Eligibility/Licenses, if necessary



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedln.com>



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- Performance Evaluation Documents
- Commendation, Certificate of Achievement, Award, etc.
- Disciplinary Action Documents, if any
- Other employee records (e.g. written consent of demoted employee)

b) Scanning Requirements

- Each document should be scanned individually.
- All scanned documents must be in PDF format.
- Ensure that all files are scanned in a clear and legible manner.

c) Submission Guidelines

- Each personnel should have a digital folder inside the school's digital folder.
- The digital folder for each personnel should be named using the format: surname_firstname_middlename.
- All digitized files should be placed inside the respective personnel's digital folder.
- Submit all scanned 201 files to the HR office (**Nestor D. Latoja Jr.**) in the Division on or before **October 28, 2024**.

2. For any questions or clarifications, you may contact the HR Office.
3. For strict compliance.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent



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Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedldn.com>