



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

29 Sept 2023

DIVISION MEMORANDUM
OSDS No. **129**, s. 2023

UPDATING OF 201 FILES

To: Schools Division
Public Schools District Supervisors/Principal In-charge
Administrative Officer II
All Others Concerned

1. In reference to CSC MC No. 008, s. 2007 on the **Management of 201/120 Files** wherein all government agencies through its Human Resource Management Office shall keep and maintain a complete and updated 201/120 file of all its employees and in line with implementation of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this division shall implement a maintenance of 201 file of all school- based and SDO personnel through the SDO Administrative Services-Personnel Unit and School/District Administrative Officers.
2. In line with this, Administrative Officer II are directed to report at the Division Office 201 File Room on October 4, 2023 for the schedule of the updating of 201 file.
3. In updating of the 201 files, the following shall be observed:
 - a. Ensure that all personnel under each respective district/school have their 201 files;
 - b. Update 201 file with the following:
 - i. Latest Appointment
 - ii. Latest Trainings and Seminars Attended
 - iii. Education (TOR, CAV)
 - iv. Special Orders

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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- v. NOSI/NOSA
 - vi. Individual Performance Commitment and Review Form
 - vii. Other Human Resource Actions Documentation as needed
- c. Ensure to arrange, organize and tidy up both the 201 files under each school/district shelves and 201 Files room.
4. Traveling and per diem of the personnel concerned shall be chargeable against School MOOE for Implementing Units and School-based Personnel subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl: None
Reference: As stated
To be indicated in the Perpetual Annex
Under the following subjects:

RECORDS TEACHERS

NHT/DM- updating of 201 files
0000/September 29, 2023

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