



**DIVISION MEMORANDUM**

No. 520, s. 2014

**SUBMISSION OF PERTINENT DOCUMENTS FOR 201 FILES OF  
TEACHING AND NON-TEACHING PERSONNEL**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. In order to have orderly and complete 201 Files of all teaching and non-teaching personnel of this Division, all personnel of Cebu Province Division are hereby directed to submit the following documents, in two (2) copies and placed inside a green folder, to their respective School Heads, on or before December 1, 2014, to wit:

- a. Certified photo copies of Appointment (arranged chronologically)
- b. Updated Personnel Data Sheet (revised 2005)
- c. Certified photo copies of Certificate of Assumption of Duty/First Day of Service
- d. Certified photo copy of Medical Certificate
- e. Certified photo copies of Oath of Office or Panunumpa (not earlier than the issuance of appointment/first day of service)
- f. Position Description Form (PDF)
- g. Certified photo copy of Certificate of Eligibility
- h. Certified photo copy of PRC License (updated)
- i. Certified photo copy of Designation Order (if any)
- j. Certified photo copy of Notice of Step Increment (if any)
- k. Certified photo copy of Notice of Salary Adjustment (if any)
- l. Certified photo copies of Diploma and Transcript of Records
- m. Certified photo copies of Commendation/ Certificate of Trainings/ Seminars
- n. Certified photo copies of decision/s of administrative/criminal case/s

2. The school head shall form a committee to check the content of each folder. A folder containing documents that do not conform to specified requirements (ex. PRC license is expired/ Oath of Office is not original / is not certified as photo copy etc.) shall be returned to concerned personnel. Folders containing Division copies of documents shall be endorsed by the School Head, in bunch, to the Records Section of this Division, using the attached template. The Section Chief of the Records Section shall issue receipt to the School Head concerned.

3. Personnel assigned in the Division Office shall submit their folders direct to the Office of the Administrative Office V on the aforementioned date. The contents of the folders shall be checked by the personnel of the Records Section.
4. Immediate dissemination of and compliance with this Memorandum is directed.

  
**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

ADM/rng14

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Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: <a href="http://www.depedcebuprovince.com">www.depedcebuprovince.com</a>
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)	E-mail Add: <a href="mailto:depedcebuprovince@yahoo.com">depedcebuprovince@yahoo.com</a>
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)	
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	



**MASTER LIST OF PERSONNEL WITH 201 FILES**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Surname	First Name	M.I	Station	Address	Position	Remarks

- Legends:
- |                             |                              |                 |
|-----------------------------|------------------------------|-----------------|
| 1 Appointment               | 7 Certificate of Eligibility | 13 Certificates |
| 2 Personnel Data Sheet      | 8 PRC License                | 14 Decisions    |
| 3 First Day of Service      | 9 Designation Order          |                 |
| 4 Medical Certificate       | 10 NOSI                      |                 |
| 5 Oath of Office            | 11 NOSA                      |                 |
| 6 Position Description Form | 12 Diploma/TOR               |                 |

Submitted by: \_\_\_\_\_  
                          School Head