



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Registration Number:
QAC/R63/0216

Unnumbered Memorandum

To: All District Supervisors
Elementary and Secondary School Heads
District Liaisons
All Concerned Personnel

From: **CATHERINE P. TALAVERA, CESO VI**
Schools Division Superintendent

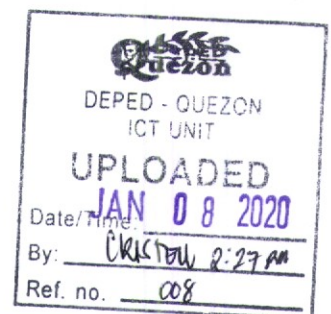
Subject: **UPDATING OF 201 FILE**

Date: **January 7, 2020**

Please be advised that 201 File is an important record that Division Office must have. It must be updated from time to time.

In this regard, the following documents must be included on 201 File of all personnel:

- Appointment (From first appointment to latest appointment)
- Assumption of Duty (Who are newly appointed from 2018 to present)
- First Day of Service (Appointed from 2017 and below)
- Latest Personal Data Sheet
- Authenticated Transcript of Record
- Authenticated PRC License/Civil Service Eligibility (PRC License must not be expired)
- Birth Certificate (PSA/NSO)
- Marriage Certificate (if applicable)
- Oath of Office (For Newly Appointed)
- Medical (For Newly Appointed)
- NBI (For Newly Appointed)
- PDF (For Newly Appointed)
- Notice of Salary Adjustment/Step Increment (if applicable)
- Clearance from Property and Money Accountabilities (if applicable)
- Copies of Disciplinary Actions (if any)



This Office would like to request for the cooperation of your Liaison Officer to update the 201 File on or before February 7, 2020.

For strict compliance.

admmda01/07/20

DEPEDQUEZON-TM-SDS-04-010-002

Email address: quezon@deped.gov.ph

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)

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