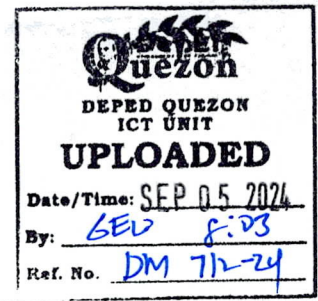




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 August 2024

DIVISION MEMORANDUM
DM No. 712, s. 2024

UPDATING OF 201 FILES

TO: Assistant Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School District Liaisons
All Others Concerned

1. In line with the implementation of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), according to CSC MC No. 3, s. 2012, this Office reiterates to all DepEd Quezon personnel the updating of their respective 201 files.
2. The following documents **must be included/updated** in 201 files of all personnel (do not remove the original copies and old copies in the 201 files);
 - a. Appointment (original)
 - b. Latest Personal Data Sheet with Work Experience Sheet (long)
 - c. Assumption to Duty (original)
 - d. Oath of Office (original)
 - e. Authenticated Transcript of Records (if employee has acquired Master's or Doctorate degree)
 - f. Photocopy of PRC License/Civil Service Eligibility (for employees with expired license)
 - g. Birth Certificate (if applicable) (original)
 - h. Marriage Certificate (if applicable) (original)
 - i. Special order for change of name (if applicable)
 - j. Notice of Step Increment or NOSI (if applicable)

DEPEDQUEZON-TM-SDS-04-009-003



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- k. Notice of Salary adjustment or NOSA
 - l. Photocopy of advise or designation (school heads)
 - m. Photocopy of advise with attached clearance (transfer)
3. The 201 files of those employees who have been separated from the service due to transfer to other agency, resign, retired, etc. shall also be updated. The following documents must be included in their 201 files, to wit;
- a. Appointment
 - b. Special Order for transfer, resign, awol, and deceased
 - c. Approved Retirement
 - d. Approved Clearance (CS Form No. Revised 2018) and district/school clearance
 - e. Service Record
4. This Office also requests the School/District in updating the 201 Files in the Personnel Section; each shall supply the box and folders with corresponding color for each district and their prescribed name format on the attached schedule using the color coding below:

1st DISTRICT – ELEMENTARY	ORANGE
2nd DISTRICT – ELEMENTARY	BLUE
3rd DISTRICT – ELEMENTARY	GREEN
4th DISTRICT – ELEMENTARY	YELLOW
1st DISTRICT – JHS AND SHS	CHOCO BROWN
2nd DISTRICT – JHS AND SHS	VIOLET
3rd DISTRICT – JHS AND SHS	PINK
4th DISTRICT – JHS AND SHS	RED

Please use the **font style Franklin Gothic Demi** for the employee names in each folder and **default font size of 30**, but the school/district may change it according on the

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length of the employee's name, and for the name of school/district, please use the **font style Segoe UI Black** with a **font size of 30**, as shown below.

DELA CRUZ, JUAN SANTOS

Front folder for **ELEMENTARY**

MAUBAN SOUTH DISTRICT

Front folder for **SECONDARY**

CAGSIAY I NATIONAL HIGH SCHOOL

5. The schedule for each congressional district is as follows;

CONGRESSIONAL DISTRICT		DATES
1ST	ELEMENTARY	September 9 - 13, 2024
	SECONDARY	September 16 - 20, 2024
2ND	ELEMENTARY	September 23 - 27, 2024
	SECONDARY	October 7 - 11, 2024
3RD	ELEMENTARY	October 14 - 18, 2024
	SECONDARY	October 21 - 25, 2024
4TH	ELEMENTARY	October 28 - 31, 2024
	SECONDARY	November 11-15, 2024

6. Travel Expenses shall be charged to the respective school/office MOOE subject to the usual accounting and auditing rules and regulation. Please refer to DM 910 s. 2022 for clarifications on travel guidelines.

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7. Immediate dissemination and strict compliance of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

peraja08/29/2024

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