

Republic of the Philippines
Department of Foucation
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE



Sudlon, Lahug, Cebu City

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 anv)
 - k. Certified photo copy of Notice of Salary Adjustment (if any)
 - I. 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.

- 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.
- Immediate dissemination of and compliance with this Memorapdum is directed. 4.

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

ADM/rng14

Telephone Numbers:

Schools Division Superintendent:

Asst. Schools Division Superintendent:

Accounting Section: Disbursing Section: Admin/Legal:

(032) 255-6405

Website: www.depedcebuprovince.com E-mail Add: depedcebuprovince@yahoo.com

(032) 520-3216 loc 104 (Dr. Leah Noveras)

(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)

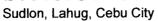
(032) 254-2632 (Mrs. Gervacia Sanchez) (032) 255-4401 (Ms. Ma. Teresa Peralta)

(032) 253-7847 (Mr. Jeremy Denampo)



Republic of the Philippines Department of Education Region VII, Central Visayas

DIVISION OF CEBU PROVINCE





MASTER LIST OF PERSONNEL WITH 201 FILES

Name of School:			District:			
Surname	First Name	M.I	Station	Address	Position	Rer
			1942			
			MARKET			
	10.0					
144.45.7						
			*-W7.			
Legends:						
	ppointment		7 Certificate of	f Fligibility	13 Certific	cates
2 Personnel Data Sheet			8 PRC License		14 Decisions	
	irst Day of Service		9 Designation			
	ledical Certificate		10 NOSI			
5 O	ath of Office		11 NOSA			
6 P	osition Description	n Form	12 Diploma/TO	DR ·		
Submitted I	oy:					
	School	Head				