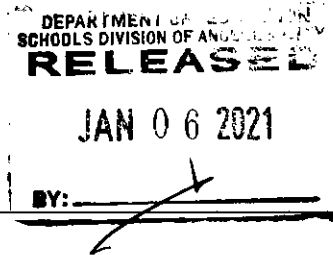




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



**DIVISION MEMORANDUM**

No. 004 s. 2021

January 6, 2021

**School-based Personnel Records Management**

**To: SCHOOL HEADS, ADMINISTRATIVE OFFICER II, ADMINISTRATIVE ASSISTANTS**

1. The SDO Angeles City intends to enhance and integrate Human Resource Management System in the school level using the metrics indicated in CSC MC No. 3, s. 2012 or the Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
2. As one of the initial steps towards the accreditation, the schools are hereby directed to organize their personnel 201 files in accordance to the standards indicated in the PRIME-HRM Manual.
3. Attached hereto is the checklist of documents to be enclosed in the 201 files.
4. School heads are also directed to retrieve the 201 files stored in the Division archive.
5. To facilitate the retrieval, the school head must submit a letter of request with the list of teaching and non-teaching personnel.
6. The 201 files can be received by either the school head or the Administrative Officer/Administrative Assistant.
7. Transport of the files from Division to school must be arranged by the school head concerned.
8. To ensure strict adherence to standard health protocols, please coordinate with Ms. Hazel A. Carbungco from the HR Personnel Office to book your schedule for retrieval.
9. For your urgent and immediate compliance.

**MA. IRELYN P. TAMAYO, Ph D CESE**  
Asst. Schools Division Superintendent  
Officer-in-Charge

Office of the Schools Division Superintendent



Address: Jesus Street, Pulungbulu, Angeles City  
Telephone No. (045) 322-4101  
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**CHECKLIST OF DOCUMENTS FOR PERSONNEL 201 FILES**

1. Appointment (Form 33) arranged from latest to oldest
2. Assumption to Duty
3. Oath of Office
4. Personal Data Sheet (CSC Form 212/To be updated annually)
5. Position Description Form for all appointments issued
6. Photocopy of license
7. Certificate of Eligibilities/licenses (LET, PBET, CSC Exams)
8. Designation Orders, special assignments if applicable
9. Statement of Assets, Liabilities and Networth (SALN)
10. Notices of Salary Adjustments/Step Increments
11. Medical Certificate (CSC Form 211)
12. NBI Clearance
13. School Diplomas and Transcript of Records
14. Marriage Contract/Certificate
15. Certificate of Leave Balances (for transferees)
16. Clearance from Property and Money Accountabilities (for Transferees)
17. Commendations, Certificate of Achievement, Awards, etc.
18. Disciplinary Action Documents (if any)

**Guidelines on Personnel Records Management**

1. 201 Files must be individually filed and enclosed in expanding envelopes with proper label.
2. Files must be kept in a secured and safe area that is accessible only to the AO II or ADAS assigned to perform records management.
3. Employee records must be treated with utmost confidentiality and must not be shared without due consent from employee.



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