



Republic of the Philippines  
**Department of Education**

REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

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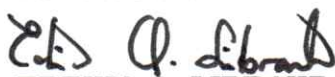
**DIVISION MEMORANDUM**

No. 001, s. 2023

**SUBMISSION OF UPDATED 201 FILES**

- To : Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School heads
1. Pursuant to CSC MC No. 8, s. 2007 on the Management of 201 files, this Office through the Personnel Unit announces the submission of updated 201 files of all DepEd SDO - Biñan City personnel.
  2. All teaching and non-teaching personnel are required to submit updated 201 files as per checklist of documents below:
    - a. Personal Data Sheet (CSC Form 212)
    - b. Photocopy of Appointment/s (Form 33)
    - c. Photocopy of Certificate of Eligibility/PRC License
    - d. Photocopy of Transcript of Records
    - e. Photocopy of Certificate of Seminars Attended
    - f. Photocopy of OPCR/PCR for SY 2021-2022
  3. Deadline of submission is on February 28, 2023.
  4. Immediate and widest dissemination of this Memorandum is desired.

For the Schools Division Superintendent:



**EDENIA O. LIBRANDA**

Chief Education Supervisor

Officer in Charge

Office of the Assistant Schools Division Superintendent

Date: 01-03-2023

Encl: As stated

Reference: CSC MC No. 8, s. 2007

OSDS/PER / TGP / RGV / DM-SUBMISSION OF UPDATED 201 FILES  
/ 01/03/2023



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