



DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

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DIVISION MEMORANDUM

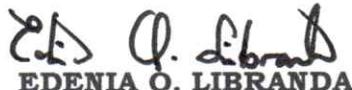
No. 001, s. 2023

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 OPCRF/IPCRF 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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