



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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By: Jan 09:41 AM

06 Jan 2025

DIVISION MEMORANDUM

No. **007**, s. 2025

SUBMISSION OF UPDATED 201 FILES

To: Assistant Schools Division Superintendent
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 Latest Appointment/s (Form 33)
 - c. Photocopy of Certificate of Eligibility/PRC License
 - d. Photocopy of Transcript of Records
 - e. Photocopy of Latest OPCRF/IPCRF.
3. Deadline of Submission is on February 28, 2025.
4. Immediate and widest dissemination of this Memorandum is desired.


MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: CSC MC No. 8, s. 2007

OSDS/PER / TGP / RGV / DM-Submission of Updated 201 Files
/ 01/06/2025