




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2022- 563

TO : **PUBLIC SCHOOLS DISTRICT SUPERVISOR/DISTRICT IN-CHARGE/
DISTRICT CARETAKERS**

FROM :  **JOELYZA M. ARCILLA, EdD**
OIC – Office of the Asst. Schools Division Superintendent
Officer-In-Charge 11/18/22

SUBJECT : **SUBMISSION OF UPDATED 201 FILES OF TEACHING AND
NON-TEACHING PERSONNEL**

DATE : **NOVEMBER 17, 2022**

1. To create a computer-based personnel records in compliance to the application of SDO Negros Oriental to Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM Level II), this office hereby directed the district personnel in-charge to submit a complete and updated scanned copies of 201 files of all teaching and non-teaching employees in the field.
2. In addition, provide an email address to gemmaelyn.villarejo@deped.gov.ph of the district personnel in-charge for the office to send a separate google drive link for uploading of scanned copies on or before December 09, 2022 of the 201 files (please see attached checklist).
3. For clarifications/queries please contact Mr. Jason A. Fermiza and Mr. Rhubert Joy D. Alquerro through (035) 422-0267.
4. For proper guidance and strict compliance of all concerned.

SPP/NLR-MKP-JMA/AdS/LBY/gmm

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NOV 18 2022



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



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HUMAN RESOURCE RECORDS MANAGEMENT

201 Files

- ✓ Appointment (CSC Form No. 33-A)
- ✓ Plantilla
- ✓ Service Record
- ✓ Certification of Assumption to duty (CS Form No. 4)
- ✓ Oath of Office (CS Form No. 32)
- ✓ Personal Data Sheet (CS Form No. 212, revised 2017)
- ✓ Position Description Form (CSC Form No. 1)
- ✓ Certificate of Eligibility, PRC, Licenses
- ✓ Statement of Assets, Liabilities and Net Worth (SALN), if applicable
- ✓ Notice of Step Increment/Notice of Salary Adjustment
- ✓ Medical certificates and results of required tests
- ✓ NBI Clearance
- ✓ Diplomas, TOR
- ✓ Marriage Certificate (if applicable)
- ✓ Certificate of Leave Balances (for transferees)
- ✓ Designation Order, if applicable
- ✓ Clearance from Property, Money and Accountabilities (for transferees)
- ✓ Commendations/Awards or copies of Disciplinary Actions (if any)
- ✓ Contract of Service (if applicable)



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