



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

April 4, 2022

DIVISION MEMORANDUM

No. 24, s. 2022

SUBMISSION OF UPDATED 201 FILES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
All Public School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 8 s. 2007 on the Management of 201 Files and Program to Institutionalized Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this office will implement its annual updating of records.
2. All teaching and non-teaching employees are required to update their respective 201 files to be submitted and checked by their respective cluster Administrative Officer II:

Name	Cluster/Area	Station/Office
Maria Luiza O. Alipio	North Cluster	Villa Isla Elementary School
Joy V. Mangalindan	East Cluster	Bantug Elementary School
Merelyn A. Dizon	South Cluster	Maligaya Elementary School
Roma Amor M. Marzo	West Cluster	Muñoz Central School
Dory Nell G. Reyes	Integrated School	Gabaldon Integrated School
Rowena D. Almuete	MNHS – Main SHS	MNHS – Main SHS
Janina G. Sayco	MNHS – Annex SHS	MNHS – Annex SHS
Rhanie Carmelli C. Cerin	Schools Division Office	SDO – Personnel Unit






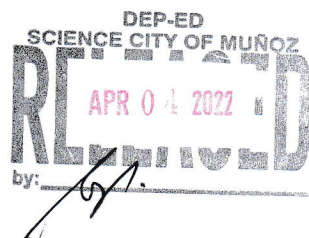
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3. The schedule of submission is as follows:

Documents to be submitted	Deadline
CS Form No. 212 revised 2017 - Personal Data Sheet (PDS)	April 29, 2022
Copy of Medical Results - Urinalysis - Blood Test - X-ray	April 29, 2022
Copy of Trainings Attended for the year 2021	April 29, 2022
Copy of latest IPCRF/OPCRF	May 31, 2022

4. For widest dissemination and compliance of this Memorandum is desired.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



Jabn/hrmo

