



Republic of the Philippines  
**Department of Education**  
Region XII  
**Division of Sarangani**  
Alabel



Division Memorandum  
No. 280, s. 2014

TO : **ALL DISTRICT AND SCHOOL HEADS**  
(BOTH SECONDARY AND ELEMENTARY)  
**ALL DIVISION PERSONNEL**

FROM :   
**ISAGANI S. DELA CRUZ**  
Schools Division Superintendent

SUBJECT : **UPDATING OF 201 FILE**

DATE : August 29, 2014

In pursuance to conduct of PRIME-HRM Assessment by the Civil Service Commission on September 17-18, 2014, we would like to request that you send your **District HRMO-designate and/or School HRMO Clerk to the Records Section of the Division Office** to update the 201 file of your teachers and non-teaching personnel in your respective schools on the following schedule:

**September 9 – Alabel and Maasim**  
**September 10 – Malapatan**  
**September 11 – Glan**  
**September 12 – Malungon**  
**September 15 – Kaimba and Maitum**

Please request your teachers to submit an updated Personal Data Sheet including the attachments (*e.g. trainings/seminars attended, Transcript of Records for additional educational degree*) to be used in the updating of their Division 201 file. Deadline of submission for every Municipality will be on your scheduled date as stated above.

For the Division Personnel, deadline of submission will be on September 12, 2014.

Strict and immediate compliance of this Memorandum is desired.