



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong

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October 10, 2023

**DIVISION MEMORANDUM**

OSDS No. 151 s. 2023

**SUBMISSION OF UPDATED DOCUMENTS FOR 201 FILES**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Cluster Heads  
Public Elementary and Secondary School Heads  
Division Office Personnel  
Teaching and Non-Teaching Personnel  
This Division

1. Pursuant to CSC Memorandum Circular No. 8, s. 2007 titled "Management of 201/120 Files" and in connection with the journey of SDO Tacurong to PRIME-HRM Level II accreditation and Quality Management System (QMS), this Office thru the Human Resource Management Section is mandated to ensure that the Personnel Records (201 Files) are complete and updated.

2. As stated in CSC MC No. 8, s. 2007, the 201 File of each personnel shall consist of the following documents:

- a. Appointments (CSC Form 33)
- b. Assumption to Duty
- c. Certification of Leave Balances (for transferees)
- d. Clearance from Property and Money Accountabilities (for Transferees)
- e. Contracts of Services (if applicable)
- f. Copies of Certificates of Eligibilities
- g. Copies of Diplomas, Commendations and Awards
- h. Copies of Disciplinary Actions (if any)
- i. Copy of Marriage Contract (if applicable)
- j. Designations
- k. Medical Certificate (CSC Form 211)
- l. NBI Clearance
- m. Notices of Salary Adjustment/s/Step Increments
- n. Oaths of Office
- o. Personal Data Sheet (CSC Form 212)
- p. Position Description Forms



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**Telephone Numbers:** (064)-200-6316; 0919-065-6425  
**Email:** tacurong.city@deped.gov.ph



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3. Hence, all personnel are enjoined to update their documents as mentioned above giving emphasis on the submission of updated Certificate of Eligibility/Professional Licenses (PRC ID) and Certificates of Awards/Achievements and Commendations.

4. For the learning and development (Trainings/Scholarships) attended, the program holders shall submit the names of the teachers and other school-based personnel who attended/undergone trainings/development intervention for the last five (5) years to the Division HRDC C/o Janice P. Suboc for encoding in the system. Henceforth, program holders shall submit the same after every development intervention/training conducted.

4. Other documents indicated in letters a, b, c, e, h, k, m & n shall be provided by the HR Office. The Personal Data Sheet (CS Form 212) shall be updated every first quarter of the year together with the SALN. A separate Memorandum shall be issued as regards submission of PDS and SALN. The Position Description Form (p) shall only be updated when there is a promotion or as required together with the other required documents for appointments.

5. Personnel of the SDO proper shall submit the photocopy of the following to the HR Section:

- a. Certificates of Trainings/scholarships and other learning and development interventions
- b. Certificates of Awards/Commendations
- c. Updated PRC License/s, if applicable

6. The Administrative Officer II and other in-charge on personnel matters in the school level shall assist all the personnel under their jurisdiction and ensure submission of the required documents on or before October 31, 2023.

7. Compliance with this Memorandum is highly desired.

*for: e. i. b*

**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None  
Reference: CSC MC No. 8, s. 2007  
Allotment: None

To be indicated in the Perpetual Index under the following subjects:

201 FILES                      PERSONNEL RECORDS

ZBP/ADMIN-HR/DM/SUBMISSION OF UPDATED DOCUMENTS FOR 201 FILES/OCTOBER 10, 2023



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MC No. 8, S. 2007

**MEMORANDUM CIRCULAR**

**T O : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT: Management of 201/120 Files**

The Civil Service Commission in CSC Resolution No. 070881 dated May 8, 2007, prescribes the rules and regulations in the Management of 201/120 files.

The Civil Service Commission as the central personnel agency of government responsible for policies in human resource management continuously reviews its policies to guide actions of people in the bureaucracy. The Commission, in the review of its 201/120 file policies finds the following:

1. The length of time an agency keeps 201/120 files of its separated or retired personnel is 25 years or up to age ninety (90) of the individual. As a result it brought about problems of space, personnel, maintenance and safety.
2. The government maintains an additional one-third of its total present personnel files for separated/retired officials and employees thus resulting to maintenance and monetary burden on agencies and units.
3. Registries show the minimal number of requests for retrieval and access of documents from retired or separated officials and employees of their personnel file with the agency or the Civil Service Commission thus, raising the issue on its value.
4. At present, there is no provision on maintenance responsibility of employees in or out of government service.
5. There are new and better methods of records management.

CSC Resolution No. 070881 S. 2007 enhances the policy on management of 201/120 files. The resolution aims to:

1. Adapt to changes in the technological environment.

2. Prepare for the realization of the E-Commerce Law.
3. Establish a new lifespan for the 201/120 files to enhance management of active and inactive files by facilitating the retrieval and access of frequently asked records.
4. Define responsibilities and accountabilities for 201/120 files during employment and after separation of an employee.
5. Further give value to employees and instill pride for working in government.
6. Reduce the number of 201/120 files to a manageable level to be more responsive to current personnel needs.
7. Be responsive to budgetary problems faced by agencies due to expensive maintenance cost.
8. Prevent possible destruction to government documents/properties due to natural or man-made hazards/calamities.

Therefore, all agencies and units of government shall be guided by the following policies:

- I. The Head of office in charge of Human Resource Management, shall:
  1. Be responsible for the establishment, maintenance and disposal of 201/120 file of each personnel in their respective agencies which consist of copies of the following documents:
    - a) Appointments [CSC Form 33(1985)]
    - b) Assumption to Duty
    - c) Certification of Leave Balances (for transferees)
    - d) Clearance from Property and Money Accountabilities (for transferees)
    - e) Contracts of Services (if applicable)
    - f) Copies of Certificates of Eligibilities
    - g) Copies of Diplomas, Commendations and Awards
    - h) Copies of Disciplinary Actions (if any)
    - i) Copy of Marriage Contract (if applicable)
    - j) Designations
    - k) Medical Certificate [CSC Form 211(1997)]
    - l) NBI Clearance
    - m) Notices of Salary Adjustments/Step Increments
    - n) Oaths of Office
    - o) Personal Data Sheet [CSC Form 212(2005)]
    - p) Position Description Forms
  2. Provide the personnel concerned with original copies of the agency and CSC approved appointments as well as duplicate/machine copies of documents in the 201/120 file for their own record.

3. In case of transfer of an employee to another agency, effect the turnover of the employee's 201/120 folder to the new employing agency or unit through the employee.
  4. In case of voluntary resignation, turnover the agency copy of 201/120 file to the resigned employee who shall thereafter assume responsibility for said file.
  5. In case of retirement of an employee in good standing, give the agency 201/120 folder to the retiree which shall serve as a memoir. The retired employee shall thereafter assume responsibility for safekeeping. An employee in good standing is one who has no pending administrative case with the agency/Civil Service Commission/Ombudsman and has been cleared of money and property accountabilities.
  6. Prepare and submit a monthly report of employee accession and separation duly signed by the Head of Office to the Field and Regional Offices of the Commission.
  7. Keep copies of the Statement of Assets, Liabilities and Net Worth (SALN) of retired/separated employees for a period of ten (10) years and their Personal Data Sheet and Clearance from Property and Monetary Accountabilities for five (5) years.
  8. Effect disposal of 201/120 files of retired or separated personnel in accordance with the provisions of this Memorandum Circular.
- II. The Government Personnel, shall:
1. Assume full responsibility for keeping and maintaining a complete 201/120 file with the original copies of one's appointments approved by both the agency/unit and the Civil Service Commission.
  2. Upon, transfer, request for one's complete 201/120 folder maintained by the agency/unit and assume responsibility for its conveyance to the new agency/unit.
  3. Upon separation or retirement, assume responsibility for safekeeping of 201/120 file.

Please be guided accordingly.



**KARINA CONSTANTINO-DAVID**

**Chair**

IRMO:hgd

May 17, 2007

\*CSC Res.No. 070881 was published in Manila Times on June 1, 2007.