



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

11 November 2022

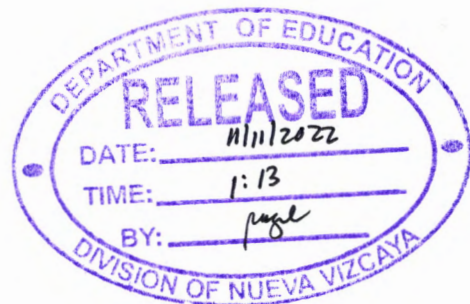
DIVISION MEMORANDUM
No. **393**, s. 2022

ORGANIZATION OF THE 201 FILES

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors-
Public Schools District Supervisors/District-In-Charge
Administrative Officer V
Elementary and Secondary School Heads
All Others Concerned

1. To establish an organized record and data of all division personnel, this office would like to request all Administrative Officer II to report at the Schools Division Office from November 15-17, 2022 for the organization of the 201 files and service records.
2. Anent this, they are advised to bring with them additional documents to be included in the 201 files of all the employees within their district.
3. For information, guidance and compliance.


RACHEL R. LLANA, PhD., CESO V
Schools Division Superintendent 



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