



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 31, 2023

Division Memorandum
No. 370 s. 2023

MAINTENANCE OF UPDATED 201 FILES OF TEACHERS

TO : Public Schools District Supervisors/PICDs
ALL SCHOOL HEADS/PRINCIPALS, Public Elem & Sec Schools
All Others Concerned

1. As a MATATAG -inspired initiative for teachers to teach better, and to contribute to improving the maturity level of the PRIME HRM program implementation in the division, this office directs all schools to maintain portfolios of updated 201 files of teachers.
2. Intuitively, this initiative is aimed at expediting the process of submission of pertinent documents of teachers who may qualify for promotion or reclassification of their items, subject to the procedures under DepEd Order no 007, s, 2023, in relation to DepEd Order no. 66, s. 2007.
3. Relative thereto, classroom teachers are required to submit to their school heads their portfolio of 201 files immediately. Meanwhile, school heads are directed to adopt measures in order that teachers would regularly update their 201 portfolios, and to diligently apprise the teacher's chances for promotion or reclassification
4. Strict compliance with this Memorandum is directed.

ROY C. TUBALLA EMD, JD, CESO VI .
Schools Division Superintendent

Encl.:

As stated
SGOD-SMM&E - MEMORANDUMUPDATED201FILES
- 025-08312023



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net