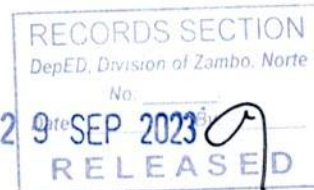




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 29, 2023

Division Memorandum

No. 424, s. 2023


**REQUIREMENT TO UPLOAD DIGITIZED 201 FILES AND
LEAVE CARD UPDATING OF TEACHING AND NON-TEACHING PERSONNEL**

TO: Public Schools District Supervisor
Administrative Officers II
Non-Teaching Personnel
School Head (Elementary and Secondary)
All Others Concerned

1. As part of our commitment in improving our Human Resource processes and aligning with the reform agenda, PREMIER (Practicing participatory planning and continuous improvement system), this division is requiring the district offices for the creation and uploading of digitized 201 files and updating of leave cards for teaching and non-teaching personnel. This initiative aims to centralize and digitize personnel records for improved accessibility and enhancing overall efficiency.
2. Identified AOs as stipulated in Enclosure No. 1, are required to prepare and upload digitized 201 files for their respective personnel. These files should include the pertinent documents as itemized in Enclosure No. 2.
3. Scanned copies of these documents shall be uploaded to the link provided by the Personnel Section. Detailed instructions on how to use the designated platform for uploading will be provided during the scheduled **Virtual Orientation on Monday, October 2, 2023, 2:00 pm** thru MS Teams with link: **depedzn.net/link/201FilingMeeting**
4. For inquiries or immediate assistance in the preparation of digitized 201 files, please contact Personnel Section at 0910 866 0158 local (4).
5. For information, guidance and compliance.

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

For in the Schools Division Superintendent:


LILIA E. ABELLO, EdD
Chief Education Supervisor
Officer-In-Charge

PS/gdm/ Digitized 201 File and Updating of Leave Cards
001/September 29, 2023



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
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Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 1 of DM No. 424s. 2023

LIST OF IDENTIFIED ADMINISTRATIVE OFFICER II		
NO.	NAME	DISTRICT
1	Ronil C. Pedrotres	BACUNGAN (Leon B. Postigo)
2	Mary Jean B. Lumasay	BACUNGAN (Leon B. Postigo)
3	Rene S. Lamanilao	BACUNGAN (Leon B. Postigo)
4	Sunday Jan V. Canton	BACUNGAN (Leon B. Postigo)
5	Ezzel Lou J. Andus	BACUNGAN (Leon B. Postigo)
6	Cherry Ann D. Indino	BACUNGAN (Leon B. Postigo)
7	LICAYAN, BABY CELESTE LAURENA	BACUNGAN DISTRICT
8	CALIMOT, JESSA MARIZ LECIAS	BACUNGAN
9	Reliena H. Callagon	BALIGUIAN
10	Mary Marl T. Apatan	BALIGUIAN
11	Ian B. Toledo	BALIGUIAN
12	Ivy M. Lagudas	BALIGUIAN
13	Sarah O. Rebecca	BALIGUIAN
14	Jengkie M. Acojedo	BALIGUIAN
15	Jessie Boy I. Benitez	BALIGUIAN
16	Joefoe Rey L. Jalandoni	BALIGUIAN
17	CALLAGON, JULIUS MONTINA	Baliguian District
18	Elmer P. Malacat	GODOD
19	Benrich Babe N. Ricalde	GODOD
20	Kyrk Raven T. Bulanon	GODOD
21	April Joy V. Dingcong	GODOD
22	Almira Nova C. Amarille	GODOD
23	Jeramie P. Bucan	GODOD
24	Gemma M. Vibar	GODOD
25	Junrey D. Badinas	GODOD
26	Analyn B. Mangan	GODOD
27	Zaido M. Ambabang	GODOD
28	MARTINEZ, NANCY CABILI	GODOD
29	UBA, GENE CHAPA	Gutalac I
30	CALIBOD, MERLYN TOME	GUTALAC I
31	Dexter Paul S. Gumahad	GUTALAC I
32	Ivy M. Lagudas	GUTALAC I
33	Isape Hope B. Bagaipo	GUTALAC I
34	Chonalisa I. Polinar	GUTALAC I
35	DAGA, CHRISTIAN GLENN LACAY	GUTALAC I



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36	TANDAYAG, MARIBEL CORDERO	GUTALAC II
37	Rimbern King M. Rimpos	GUTALAC II
38	Rogel O. Garzon	GUTALAC II
39	Charmaine S. Calasang	GUTALAC II
40	Junjie P. Antona	GUTALAC II
41	Jonathan A. Ronquillo	GUTALAC II
42	Ronel O. Garzon	GUTALAC II
43	Johanna Phoebe Mae G. Sagario	KALAWIT
44	Angeie L. Pellazar	KALAWIT
45	Bresta Jean R. Lugsanay	KALAWIT
46	Exceal C. Bornaes	KALAWIT
47	Setti Jesnina A. Tubal	KALAWIT
48	Brian G. Manayon	KALAWIT
49	Sheila Mae T. Perez	KALAWIT
50	Larry R. Somosa	KALAWIT
51	DIQUIT, FERLIE MAY BANGKIAO	KALAWIT DISTRICT
52	BORNALES, LELYBETH PAJO	KALAWIT
53	LADIERO, LYN PAJO	KALAWIT
54	Harry Don G. Zosa	KATIPUNAN I
55	Philmarie A. Elope	KATIPUNAN I
56	Miraflor D. Delmo	KATIPUNAN I
57	Glena P. Gonzales	KATIPUNAN I
58	Raquel G. Mapas	KATIPUNAN I
59	Condic D. Gantiao	KATIPUNAN I
60	Jonathan M Ordinaria	KATIPUNAN I
61	Shiela D. Fidel	KATIPUNAN I
62	JARALVE, ALMA DECIPOLO	KATIPUNAN I
63	NIEVES, CRISTABEL MARTINEZ	Katipunan I
64	ARANDIA, RANDY SUMALPOMG	KATIPUNAN I
65	Marietta E. Elico	KATIPUNAN II
66	Jemaimah B. Elnar	KATIPUNAN II
67	Jade E. Jaictin	KATIPUNAN II
68	Reymond B. Elloreng	KATIPUNAN II
69	Jonathan Dela Cruz	KATIPUNAN II
70	Brianne Tiffany S. Abarca	KATIPUNAN II
71	Cermel D. Binghay	KATIPUNAN II
72	Johnny G. Sumiton	KATIPUNAN II
73	Dece Annes B. Mejares	KATIPUNAN II
74	Orland C. Arpa	KATIPUNAN II
75	Michelle T. Sasuman	KATIPUNAN II



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76	Sheba C. Epo	KATIPUNAN II
77	Loregen P. Escal	KATIPUNAN II
78	Imee Rose P. Orcia	KATIPUNAN II
79	Kay M. Quimiguing	LA LIBERTAD
80	Edelyn L. Carreon	LA LIBERTAD
81	Jeanette B. Tactacon	LA LIBERTAD
82	Elaine H. Pahunang	LA LIBERTAD
83	Mary Jessa T. Visande	Labason
84	Ruel P. Maglangit	LABASON
85	Cherrylou B. Templado	LABASON
86	Nelrose R. Patagoc	LABASON
87	Mary Jessica P. Tagailo	LABASON
88	Kharize Bea L. Galon	LABASON
89	Ana MarieD. Cubol	LABASON
90	Celestino C. Timtim	LABASON
91	Lea Mae A. Romero	LABASON
92	GABALES, MAJENCIA RAMONES	LABASON DISTRICT
93	BAGUIO, HAROLD BALAIS	LABASON
94	DALMAN, HERA JADE CABILIN	LABASON
95	ANITO, JESSIE CAGAPE	LABASON
96	ALAMPAY, JOCELYN NAMUAG	LABASON
97	TAGAILO, ARILE GABOTERO	LABASON
98	MAGALLON, JEANYBE ALMOCERO	LABASON
99	CALAGO, RENANTE TENEFRENCIA	LILOY I
100	MARDENCIAL, STEENIE JEAN	Liloy I
101	Gessa Mae F. Dellaba	LILOY I
102	Irene J. Sardua	LILOY I
103	Glenda C. Combista	LILOY I
104	Aireen B. Masuela	LILOY I
105	Luzil Andree L. Gamil	LILOY I
106	April Dream D. Apud	LILOY I
107	Mira Sol D. Zozobrado	LILOY I
108	April Rose T. Orosca	LILOY I
109	Jovie P. Otong	LILOY I
110	Hadjimar A. Abdin	LILOY I
111	Kirk C. Cornelio	LILOY II
112	Honey Mae C. Fabillar	LILOY II
113	Faith Rezza B. Humpa	LILOY II
114	Roniel R. Fidel	LILOY II
115	Reyjie L. Bicoy	LILOY II



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116	Julie Syvel M. Tejero	LILOY II
117	Leo A. Ranoco Jr.	LILOY II
118	Jessaida Linore R. Oidi	LILOY II
119	BACANG, VON BRYAN BAYLON	LILOY II
120	CAINDUG, RICHEL DESOY	Liloy II
121	GONZALES, MA. ANTONETTE DANGASE	MANUKAN I
122	APALE JR, GERARDO MOYWELA	MANUKAN I
123	Edgardo G. Batoy	MANUKAN I
124	Crisna S. Totao	MANUKAN I
125	Violet Hyda Ross P. Jusep	MANUKAN I
126	Ma. Cristina P. Sebastian	MANUKAN I
127	Jessa Mae C. Catipay	MANUKAN I
128	Precious V. Aniñon	MANUKAN I
129	ANDALAHAO, BHETLES SAJULAN	MANUKAN I
130	REYES, EUSTAQUIO ARLON PIEDAD	Manukan I
131	ALMIROL, KAREN TABINAS	MANUKAN II
132	Blyzel G. Delos Nieves	MANUKAN II
133	Nichelo R. Mones	MANUKAN II
134	Mario A. Obnimaga	MANUKAN II
135	DAHILOG, JEDIAEL GARAY	MUTIA
136	Cherry Mae R. Rebusa	Mutia
137	Rosy Pearl V. Gomez	Mutia
138	Kevin P. Crisostomo	Mutia
139	Jo-ann Camingawan	Mutia
140	Rosemarie Ann S. Banquirigo	Mutia
141	Roldan B. Cabiling III	Mutia
142	Daisy Jane J. Lagutin	Mutia
143	Alexander T. Sumanday	Mutia
144	Sweetheart D. Tano	Piñan
145	Rolan S. Reyes	Piñan
146	Ruben Q. Montes	Piñan
147	Mary Joyce N. Montes	Piñan
148	Melalona E. Japay	Piñan
149	Reinar B Paliota	Piñan
150	Roneth N. Gumala	Piñan
151	Jesica I. Aranas	Piñan
152	Annae C. Hidlao	Piñan
153	ORQUILLAS, HELEN GRACE ICAO	PIÑAN
154	Nicoli S. Laurente	Polanco I
155	Estrella P. Cofino	Polanco I



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156	MANIKAN, LEE RAYMUND FRIAS	POLANCO I
157	BATUAMPO, MARIEL PENADOS	POLANCO I
158	Aurora J. Baroma	Polanco II
159	Kathleen L. Ronquillo	Polanco II
160	Joelito R. Saban Jr.	Polanco II
161	BANSE, ELMI GRACE SOLIVA	POLANCO II
162	KYAMKO, KRISTINE PEDROS	POLANCO III
163	Marvin M. Carpio	PONOT (JOSE DALMAN)
164	Louie May P. Mejorada	PONOT (JOSE DALMAN)
165	Anna Mae B. Bentoy	PONOT (JOSE DALMAN)
166	Rosemarie J. Mariñas	PONOT (JOSE DALMAN)
167	Lisette C. Cotad	PONOT (JOSE DALMAN)
168	Gezenith May T. Lecera	PONOT (JOSE DALMAN)
169	Rosielyn L. Bontigao	PONOT (JOSE DALMAN)
170	BONTIGAO, REINAR ETOC	PONOT
171	DELA CRUZ, MARGARITA CARDENAS	RIZAL
172	Alicia H. Zamora	Rizal
173	Ma. Cherry Joy H. Linogon	Rizal
174	Aileen Faith A. Masamayor	Rizal
175	Jocelyn A. Maghanoy	Rizal
176	Rizalyn O. Sales	Rizal
177	Janrey B. Bayron	Rizal
178	Diana Jean C. Gongob	ROXAS I
179	Aileen D. Bantoto	ROXAS I
180	Lemuel Pearl C. Gongob	ROXAS I
181	Norren Jay R. Supangan	ROXAS I
182	Marites Montefalcon	ROXAS I
183	Evangeline E. Bengua	ROXAS I
184	MARTINEZ, NICK MAGHANOY	ROXAS I
185	JALOSJOS, IRISH CHARM YBAÑEZ	Roxas I (Manuel A. Roxas)
186	CIANO, MARILYN VELASCO	ROXAS II
187	Sharee J. Cordero	ROXAS II
188	Penilo L. Dela Torre	ROXAS II
189	Aira Ruth A. Guerrero	ROXAS II
190	Leizil C. Yano	ROXAS II
191	Rizalina T. Alegata	ROXAS II
192	Jane Francis T. Hiponia	ROXAS II
193	Donita Rose D. Cuenca	ROXAS II
194	Liza M. Postigo	ROXAS II
195	Irish Clarie U. Sacome	ROXAS II



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196	Bernadette L. Dela Cruz	SALUG I
197	Ana Marie B. Abapo	SALUG I
198	Precy Ann F. Belono	SALUG I
199	NIAN, SITTI NARRIMAN LAJA	SALUG I
200	PAÑALES, JOHN MICHAEL GUINSAN	SALUG II
201	Minibeth Sunshine O. Alindong	SALUG II
202	Erven Lagare	SALUG II
203	Analou C. Rebalbosa	SALUG II
204	Mary Joy C. Bunot	SALUG II
205	Shellane F. Murro	SALUG II
206	May I. Handugan	SALUG II
207	PIALA, GENEVIEVE MAGHANOY	SALUG III
208	MEÑOSA, FLORITES GUMERA	SALUG III
209	BERSALES, MARICEL BUTANAS	SERGIO OSMEÑA I
210	Tony Quel B. Borromeo	SERGIO OSMEÑA I
211	Devina P. Bagalanon	SERGIO OSMEÑA I
212	Eden P. Buna	SERGIO OSMEÑA I
213	Eva A. Bongosia	SERGIO OSMEÑA I
214	Sheralyn A. Bation	SERGIO OSMEÑA I
215	Reynold P. Gumiala	SERGIO OSMEÑA I
216	Ana Rose S. Pederiche	SERGIO OSMEÑA I
217	Philip B. Zamoras	SERGIO OSMEÑA I
218	Mark Leo C. Villasis	Sergio Osmeña I
219	Melchie B. Suganob	SERGIO OSMEÑA II
220	Boltear S. Icao	SERGIO OSMEÑA II
221	Geraldin T. Dionsay	SERGIO OSMEÑA II
222	Rimechel M. Icalina	SERGIO OSMEÑA II
223	Maria Marga S. Elico	SERGIO OSMEÑA II
224	Jafamie M. Tamparong	SERGIO OSMEÑA II
225	Larry A. Descallar	SERGIO OSMEÑA II
226	Analyn P. Taruc	SERGIO OSMEÑA II
227	Kenny Jera Maye A. Hibaya	SERGIO OSMEÑA II
228	Jesan B. Dela Leña	SIAYAN
229	Melizar L. Lacay	SIAYAN
230	Jeremias P. Iecias	SIAYAN
231	Eugene Dela Cruz	SIAYAN
232	Aizie Grace E. Sabanate	SIAYAN
233	Marife G. Moncal	SIAYAN
234	Margelyn C. Blando	SIAYAN
235	Mary Cris E. Sabanal	SIAYAN



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236	Teodelina B. Manco	SIAYAN
237	Christine B. Mosep	SIAYAN
238	Alura Bucar Gabule	SIAYAN
239	Edward O. Ogatis	SIAYAN
240	Edgar D. Montuerto Jr.	SIAYAN
241	Jovielyn A. Asentista	SIAYAN
242	Josefina S. Fuertes	SIAYAN
243	Rey C. Aparre	SIAYAN
244	FLOREVIC P. DEMOSER	SIAYAN
245	SALVADOR, KRISTINA MARIE ADAZA	SIAYAN I
246	BONTIGAO, NOEMI SERENADO	SIAYAN I
247	DEMOSER, FLOREVIC PAZ	SIAYAN II
248	VELOSO, GENETESS DUMASAPAL	SIAYAN III
249	Sherina A. Puyoh	SIBUCO
250	Abdulbasir A. Laliyah	SIBUCO
251	Hanas S. Mahamod	SIBUCO
252	Baby Cris Gloriane Tejiro	SIBUCO
253	Ibrahim Asbud Dammang	SIBUCO
254	Bobby Pateeng Asakil	SIBUCO
255	Abdulaziz Sampang Said	SIBUCO
256	Satra Caril Milaham	SIBUCO
257	Hashier Darquiz Baglis	SIBUCO
258	Lelang Laliyah Munding	SIBUCO
259	Abednego G. Omongia	SIBUCO
260	Sheba Caril Naing	SIBUCO
261	AMILISAN, EDRIS SALI	SIBUCO DISTRICT
262	BARIDJI, ELHAM JAMANI	SIBUCO
263	MUNDING, RAJAN LALIYAH	SIBUCO
264	ARCAÑO, RODEL RECARZE	SIBUCO
265	ASBUD, BENSAR PIEGA	SIBUCO
266	BANDRANG, CHARRY MAE BAYOBAY	SIBUTAD
267	AGIAS, GODELIA PADAYHAG	SIBUTAD
268	Deceryle M. Gordove	Sibutad
269	Janesa S. Moroscallo	Sibutad
270	Lorine L. Sangual	Sibutad
271	Melanie S. Quñones	Sibutad
272	Aquiles M. Carreon Jr.	Sibutad
273	Antoniette C. Cabasag	Sibutad
274	Sharon B. Palionay	Sibutad
275	Shiela O. Malingin	SINDANGAN CENTRAL



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276	Rogelio N. Bulatao Jr.	SINDANGAN CENTRAL
277	Alphaveneza E. Paglinawan	SINDANGAN CENTRAL
278	Jovelyn D. Asiri	SINDANGAN CENTRAL
279	Madil-Liz D. Hamoc	SINDANGAN CENTRAL
280	Marites J. Patlingrao	SINDANGAN CENTRAL
281	Ma. Lourdes G. Gallemmit	SINDANGAN CENTRAL
282	Irene S. Iran	SINDANGAN CENTRAL
283	Jeneyn V. Hamoc	SINDANGAN CENTRAL
284	SAGARIO, GIVIE LYN DAYAPDAPAN	SINDANGAN CENTRAL
285	MORIA, MAY RIEDEL MABASA	SINDANGAN CENTRAL
286	ANIÑON, ANIMARY TAN	SINDANGAN CENTRAL
287	TAN, MICHAEL ESCUADRO	SINDANGAN CENTRAL
288	Mary Grace G. Dagpin	SINDANGAN NORTH
289	Mayciel R. Ontolan	SINDANGAN NORTH
290	Airah R. Alburo	SINDANGAN NORTH
291	Precy Jane T. Rosales	SINDANGAN NORTH
292	RAGUINDIN, ARDEE NIKKO DALAGUIT	SINDANGAN NORTH
293	LIMBARING, CARL JOSHUA VILLARUEL	SINDANGAN NORTH
294	ALMODOVAR, LENIE QUIRANTE	SINDANGAN NORTH
295	Glyss Anne I. Tingig	SINDANGAN SOUTH
296	Mary Luz D. Fuentes	SINDANGAN SOUTH
297	Rheajane E. Mabuting	SINDANGAN SOUTH
298	Anna Marie D. Marata	SINDANGAN SOUTH
299	Jess Rhein A. Pausa	SINDANGAN SOUTH
300	Daniel S. Bacong	SINDANGAN SOUTH
301	Gemma H. Ornaiz	SINDANGAN SOUTH
302	Jenelyn D. Cabales	SINDANGAN SOUTH
303	Abigail L. Apostol	SINDANGAN SOUTH
304	Liezel M. Fernandez	SINDANGAN SOUTH
305	Ivan Justine E. Malinao	SINDANGAN SOUTH
306	Grace B. Aprecio	SINDANGAN SOUTH
307	Catherine T. Mandih	SINDANGAN SOUTH
308	ABNE, LYSANDER MICOLLAR	SINDANGAN SOUTH
309	PALOSO, ORLEE CHANNIE BAYOT	SINDANGAN SOUTH
310	Marifel F. Banua	SIOCON
311	Ruthmar Gay D. Toledo	SIOCON
312	Rodolfo H. Asilo	SIOCON
313	Van Alfred R. Baang III	SIOCON
314	Karen Shane B. Dapat	SIOCON
315	Lea Marisse J. Esperat	SIOCON



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316	Charles Vergel S. Marcera	SIOCON
317	Mary Ann O. Rombaoa	SIOCON
318	Elbert John P. Tomboc	SIOCON
319	Kurt Rinemart L. Tolentino	SIOCON
320	Roaysa T. Salah	SIOCON
321	PASTURAN, SHERYL MAE SUREM	SIOCON
322	LISBOS, KRISTINE EMBOL	SIOCON
323	NALZARO, NOHA JUTINGO	SIOCON
324	Mary Centenna A. Durano	SIRAWAI
325	Asbie D. Bacundo	SIRAWAI
326	Rochelle Anne A. Felizarta	SIRAWAI
327	Norimar Lulu	SIRAWAI
328	PABATAO, CHRISMARIE OMLAN	SIRAWAI
329	Mirriam A. Obille	TAMPILISAN
330	Ian Loyd O. Eisma	TAMPILISAN
331	Lozemil S. Jumawid	TAMPILISAN
332	Jane Yvonne O. Lagare	TAMPILISAN
333	Joie Jane E. Retes	TAMPILISAN
334	Jhoanne G. Franco	TAMPILISAN
335	Alejandro D. Jerusalem	TAMPILISAN
336	Mariel T. Sael	TAMPILISAN
337	Reahlyn M. Eisma	TAMPILISAN
338	ICAO, MYRNIE FEROLINO	TAMPILISAN
339	GABO, JOEY QUIBLAT	TAMPILISAN
340	CARCALLAS, HARRIET TABINAS	TAMPILISAN



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 2 of DM No. 424 s.2023

LIST OF PERTINENT DOCUMENTS FOR 201 FILE OF TEACHING AND NON-TEACHING PERSONNEL

- A. Appointment (CSC Form 33)
- B. Assumption of Duty
- C. Oath of Office
- D. Personal Data Sheet (CSC Form 212)
- E. Position Description Form
- F. Certificate of Eligibility/Licenses
- G. Designation Orders, if applicable
- H. Statement of Assets, Liabilities and Net Worth (SALN)
- I. Notice of Salary Adjustments / Step Increments
- J. Medical Certificate (CSC Form 211) Neuro Drug Test, if applicable
- K. NBI Clearance
- L. School Diplomas and Transcript of Records
- M. Marriage Contract/Certificate
- N. Certificate of Leave Balances (for Transferees)
- O. Clearance from Property and Money Accountabilities (for Transferees)
- P. Commendations/Awards or Copies of Disciplinary Actions
- Q. Contract of Service

PS/shd/Digitized 201 File and Updating of Leave Cards

001/September 29, 2023



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Republic of the Philippines

Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure No. 3 of DM No. 424 s.2023

PROGRAM OF ACTIVITIES

October 2, 2023

2:00 pm

Virtual via MS Teams

Link: depedzn.net/link/201FilingMeeting

Time	Activity	Person-In-Charge
2:00 pm- 2:15pm	Preliminaries National Anthem Doxology	RSP Secretariat
2:15 pm-2:30pm	Opening Remarks	Ma. Judelyn J. Ramos Assistant Schools Division Superintendent
2:30 pm- 4:30 pm	Orientation Proper	
	<ul style="list-style-type: none"> • Significance of 201 Filing and Updating of Leave Cards for Teaching and Nonteaching Personnel • Other Relevant Updates • Timeline of Activities 	Marylynne B. Bayron HRMO-II, AO-IV Head of Personnel Section
	<ul style="list-style-type: none"> • Updating of Leave Cards 	Maria Winelyn B. Andalahoo AO-II, Personnel Section
	<ul style="list-style-type: none"> • Pertinent Documents for 201 Filing 	Shiela H. Deloria AO-II, Personnel Section
	<ul style="list-style-type: none"> • Procedure on Uploading Digitized 201 File 	Shammah Grace B. Velasco ADAS-II, OASDS
4:30 pm – 4:45pm	Open Forum	RSP Secretariat
4:45 pm- 5:00 pm	Closing Message	Helen E. Tangon AO-V, Head of Admin Services
		Host: Gloryjane D. Morgia ADAS-II, Personnel Section

PS/gdm/ Digitized 201 File and Updating of Leave Cards
001/September 29, 2023



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