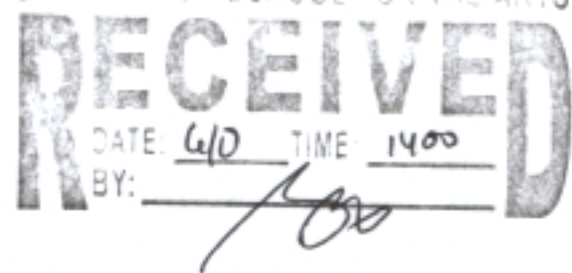




Republic of the Philippines  
**Department of Education**  
REGION III

**BATAAN HIGH SCHOOL FOR THE ARTS**

BATAAN HIGH SCHOOL FOR THE ARTS



JUN 10 2026

**SCHOOL MEMORANDUM**

No. 119, s. 2026

**UPDATING OF 201 FILES OF ALL TEACHING AND NON-TEACHING PERSONNEL**

To: Deputy Directors  
All Functional Division Chiefs  
All Others Concerned

1. Pursuant to Chapter 3, Title I (A), Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987, and Civil Service Commission (CSC) Memorandum Circular No. 8, s. 2007 titled *Management of 201/120 Files*, this Office announces the updating of 201 Files of all teaching and non-teaching personnel of Bataan High School for the Arts.
2. The updating of 201 Files aims to:
  - a. Ensure the accuracy and completeness of personnel records;
  - b. Facilitate efficient personnel management and human resource planning; and
  - c. Support the preparation and processing of personnel actions, benefits, promotions, leave applications, and other administrative requirements.
3. The 201 Files should enclose the following documents:
  - a. Appointment (Form 33)
  - b. Assumption to Duty
  - c. Oath of Office
  - d. Personal Data Sheet (CSC Form 212)
  - e. Position Description Form
  - f. Certificate of Eligibilities/licenses
  - g. Designation Orders, if applicable
  - h. Statement of Assets, Liabilities and Networth
  - i. Notices of Salary Adjustments/Step Increments
  - j. Medical Certificate (CSC Form 211)
  - k. NBI Clearance (for newly hired teaching & non-teaching personnel)
  - 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, Certificate of Achievements, Awards, etc.
  - q. Disciplinary Action Documents (if any)
  - r. Contract of Service (if applicable)



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- All personnel shall submit the required documents to the Administrative Office/Human Resource Unit on or before **June 30, 2026**.
- Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**MIA ARIANA P. TANCIONGCO, PhD**  
Director III  
School Director

Encl.: none  
Reference: As stated  
To be indicated in the Perpetua Index under the following subjects

201 Files                      Updating

OSD01/AD01/AD03 June 10, 2026

