



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
CITY OF NAGA, CEBU

201 FILES CHECKLIST

Name : _____
School : _____
Address : _____
Item Number : _____

~~A comprehensive 201 File must contain the necessary documents needed to~~
comply with various requirements (step increment, loyalty claims, among
others). It should be accomplished in **three (3) copies** (Personal Copy, School
Copy, and Division Copy). The Division Copy 201 Files should be endorsed by
the School Head, submitted not later than the 31st of March of every year.
Annual updating is necessary.

1	CSC Form 212, Revised 2017 (Personal Data Sheet) <i>**please fill in ALL the necessary information: government ID numbers, educational background, work experience, trainings attended</i>
2	CSC Form 211, Revised 2017 (Medical Certificate)
3	DBM-CSC Form 1, Revised 2017 (Position Description Form)
4	Clear photocopy of ALL Appointments (Original, Promotion)
5	Assignment Order/ Designation Order (if any)
6	PRC ID (not expired); other eligibilities (e.g. CSC Certification)
7	PhilHealth ID/MDR
8	Transcript of Records (include post-Graduate degree, if any)
9	Birth Certificate
10	Marriage Certificate (if any)
11	Awards/ Scholarship
12	Certificates of Trainings attended
13	R-PAST/ CB-PAST/ IPCRF;OPCRF
14	School Clearance
15	Community Tax Certificate (Cedula)

Checked by: _____
School Guidance

Reviewed by: _____
School Head

