



Republic of the Philippines
Department of Education
REGION III
DIVISION OF MABALACAT CITY
NORTHVILLE 16 ELEMENTARY SCHOOL

Checklist of Employee's 201 Files

Name: MARIA G. DELA CRUZ

School: NORTHVILLE 16 ELEMENTARY SCHOOL

Employee Number: 1234567

OSEC Number: OSEC-DECSB-TCH1-151413-2011

Salary Grade/ Step: 11/ 1

Basic Salary: 26, 012. 00

PERTINENT DOCUMENTS

1. Updated Personal Data Sheet (PDS) ✓
2. Copy of Appointment (CS Form 33)- Original and Latest Promotion _____

Position	Nature of Appointment	Status of Appointment	Effectivity

3. Designation _____
4. Copy of Certificate of Eligibility and License _____
5. PRC ID _____
6. Copy of Transcript of Records _____
 a. College _____
 b. Masteral Degree _____
 c. Doctoral Degree _____
7. Clearance from Former Office (in case of transfer) _____
8. Notice of Salary Adjustment (NOSA) _____
9. Service Record _____
10. Medical Result _____
11. Statement of Assets and Liabilities (SALN) _____
12. Performance Ratings (IPCRF)- 3 years back _____
13. Approved ERF _____
14. Trainings/Seminars (3 years back) _____
15. Winnings (3 years back) _____

