



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

March 9, 2020

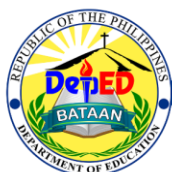
**DIVISION MEMORANDUM**  
**No. 099, s. 2020**

**ONLINE SUBMISSION OF SCANNED DOCUMENTS FOR FILE 201**

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Division Unit Heads  
All Division Office Personnel  
All Others Concerned

1. Pursuant to the commitment of this organization to continuously improve its services as stipulated in Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resources Management (PRIME – HR), this Office requires all SDO Personnel, regular or contractual, to scan their documents pertinent to File 201 and update as necessary.
2. This is ensure that pertinent documents of all personnel will be safely stored both in soft and hard copies. This will also help facilitate the process of merit and promotion.
3. In this regard, all personnel are directed to start scanning their personal documents and upload to the following links based on their position/designation:

DISTRICT / OFFICE	URL (DepED Email Required)
ABUCAY	<a href="http://bit.ly/201-Abucay">http://bit.ly/201-Abucay</a>
BAGAC	<a href="http://bit.ly/201-Bagac">http://bit.ly/201-Bagac</a>
DINALUPIHAN EAST	<a href="http://bit.ly/201-DinEast">http://bit.ly/201-DinEast</a>
DINALUPIHAN WEST	<a href="http://bit.ly/201-DinWest">http://bit.ly/201-DinWest</a>
HERMOSA	<a href="http://bit.ly/201-Hermosa">http://bit.ly/201-Hermosa</a>
LIMAY	<a href="http://bit.ly/201-Limay">http://bit.ly/201-Limay</a>
MARIVELES	<a href="http://bit.ly/201-Mariveles">http://bit.ly/201-Mariveles</a>
MORONG	<a href="http://bit.ly/201-Morong">http://bit.ly/201-Morong</a>



“WE MOULD HEROES”


Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
Email Address: [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)



ISO 9001: 2015 CERTIFIED

ORANI	<a href="http://bit.ly/201-Orani">http://bit.ly/201-Orani</a>
ORION	<a href="http://bit.ly/201-Orion">http://bit.ly/201-Orion</a>
PILAR	<a href="http://bit.ly/201-Pilar">http://bit.ly/201-Pilar</a>
SAMAL	<a href="http://bit.ly/201-Samal">http://bit.ly/201-Samal</a>
DIVISION OFFICE	<a href="http://bit.ly/201-DivisionOffice">http://bit.ly/201-DivisionOffice</a>

4. The deadline for the uploading of the scanned documents is on March 15, 2020.
5. Immediate and wide dissemination is hereby desired.

  
**ROMEO ALIP, PhD, CESO V**  
 Schools Division Superintendent