



Division Memorandum
No. 255, s. 2019

TO: All PSDS / DIC
All School Heads
This Division

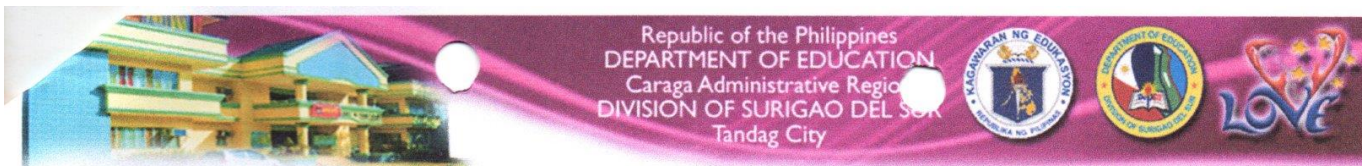
Attention: District Planning Officers and District Administrative Assistant

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **ADDENDUM TO DIVISION MEMORANDUM NO. 245, S. 2019 RE UPDATING OF 201 FILES**

DATE: June 3, 2019

1. In order to streamline the submission of scanned 201 files per district a unified and standardized structure and format should be followed.
2. Softcopies will be submitted to the assigned focal person of respective districts in the following structure and format:
 - a. Directory name. The folder directory will follow the SURNAME, FIRST NAME MIDDLE NAME format. Names are provided in the online monitoring tool.
 - b. File Properties. Inside the directory are the files of the individual that will follow the following format:
 - i. Filename. Inside each folder will be the individually scanned pages of the pertinent papers. The filename should only contain the letter of the document following Annex 1 of DM No. 245, s. 2019. In the event that the document will have multiple pages, the naming convention shall be different. A dash and page number will be appended after the letter (e.g. A-1, A-2, B-3).
 - ii. File type. All scanned documents will have the .jpeg / .jpg file type.
 - iii. File resolution. Deliverables will have a resolution of at least 250 dots per inch (DPI). This feature may be adjusted in your scanner settings.
3. In parallel to the use of the monitoring tool is the systematic creation of employee ID numbers to current Non-RPSU paid employees in order to avoid the misleading use of plantilla item numbers as the employee ID number. These ID numbers will be tagged with the employee in the Human Resource Management System (HRMS) and will be used permanently with the format L72XXXXX. The L corresponds to local which means locally/division paid, 72 the division code and the rest of the 5-digit number is system generated. The district administrative assistants are responsible for the dissemination of this matter.
4. The monitoring tool includes sensitive data of employees in respective districts. This will also be used in the development of the (HRMS) of the division. Only the administrator, focal persons, DPOs and District ADAS will have access to the tool. The focal persons, DPOs and



District ADAS will be given until June 30, 2019 to edit the data. Beyond the said date, all edits can be requested and will be approved by the administrator.

5. All districts are encouraged to immediately email the administrator, Engr. Patrick Dale Cuartero at patrickdale.cuartero@deped.gov.ph so that access will be given. Please indicate the name of the district, DPO and District ADAS together with their email preferably the agency email or Gmail.
6. For strict compliance and immediate dissemination.

osds/admin/pgc

References: DM 245, s.2019

To be indicated in the Perpetual Index
under the following subjects

EMPLOYEE ID NUMBER	PRIME-HRM	RSP	201 FILES
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