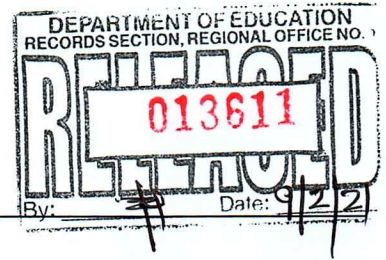




Republic of the Philippines  
**Department of Education**  
 Region I



Office of the Regional Director

SEP 02 2021

REGIONAL MEMORANDUM  
 No. 980, s. 2021

**ADVICE ON THE PROVISION OF STORAGE ROOM FOR  
 HUMAN RESOURCE (HR) FILES**

To: **All Schools Division Superintendents**

1. As a result of the discussion during the Human Resource Management Officers (HRMOs) Meeting last August 27, 2021, it was found out that there are some Schools Division Offices (SDOs) which still do not have ample space or storage room for human resource files. This Office takes heed on this concern considering that these files (*201 Files, Personal Data Sheet (PDS), Statement of Assets, Liabilities and Net Worth (SALN), etc.*) are very important for these cover the personnel sensitive information/data of concerned employees.
2. It is advised that SDOs shall provide a specific area for records keeping.
3. For information and guidance.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: As stated  
 Reference: Memorandum DM-PHROD-2021-0423  
 To be indicated in the Perpetual Index  
 Under the following subjects:

BENEFITS  
 PROCEDURE  
 REQUIREMENTS

POLICY  
 PROJECTS

POSITIONS  
 PROPERTIES

AD/hfa/RM  
 September 1, 2021



**DepEd Region 1: Built on character; empowered by competence.**



Flores St., Catbangan, City of San Fernando, La Union  
 (072) 607-8137 / 682-2324  
 region1@deped.gov.ph | www.depedro1.com

