



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

January 26, 2022

DIVISION MEMORANDUM

No. 034 s. 2022

To : District Supervisors
Elementary and Secondary School Principals
School Heads
All Others Concerned

**REITERATION ON THE UPLOADING OF VITAL RECORDS OF TEACHING AND
NON-TEACHING PERSONNEL**

1. This is to reiterate the submission of vital records of all teaching and non-teaching personnel as per Division Memorandum No. 283, s. 2021 issued on November 23, 2021.
2. As mentioned, the following must be uploaded to
bit.ly/Records201FileUpload
 - Appointment/s
 - Transcript of Records (Baccalaureate and Post-graduate)
 - Latest PRC License
 - PBET/Teacher's Exam (for teachers)
 - CSC Rating (for non-teaching)
 - Other pertinent documents attached to the appointment
3. Other contents of Division Memorandum No. 283, s. 2021 shall be continuously implemented.
4. For information and immediate compliance.

ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

