



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

November 23, 2021

DIVISION MEMORANDUM  
No. 283 s. 2021

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

Relative to the ongoing digitization of vital records of teaching and non-teaching personnel, all schools are requested to upload their respective files on the link provided below using the official DepEd e-mail address:

**[bit.ly/Records201FileUpload](https://bit.ly/Records201FileUpload)**

Division Memorandum No. 034, s. 2021 dated February 15, 2021 stated that scanned copies of the following must be submitted in rewritable compact disc:

- Appointment/s
- Transcript of Records (Baccalaureate and Post-graduate)
- Latest PRC License
- PBET/Teachers Exam /CSC Rating
- Other documents attached to the appointment

To ease the submission and compilation of the needed documents, schools which were notified with unreadable CDs and newly hired personnel maybe submitted and sent thru the abovementioned link on or before December 15, 2021.

Duly signed list of non-compliant school heads, teachers and school based non-teaching personnel with incomplete files should likewise be submitted to this Office in hard copy.

For information and immediate compliance.

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



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