



MC No. 8, S. 2007

MEMORANDUM CIRCULAR

T O : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Management of 201/120 Files

The Civil Service Commission in CSC Resolution No. 070881 dated May 8, 2007, prescribes the rules and regulations in the Management of 201/120 files.

The Civil Service Commission as the central personnel agency of government responsible for policies in human resource management continuously reviews its policies to guide actions of people in the bureaucracy. The Commission, in the review of its 201/120 file policies finds the following:

1. The length of time an agency keeps 201/120 files of its separated or retired personnel is 25 years or up to age ninety (90) of the individual. As a result it brought about problems of space, personnel, maintenance and safety.
2. The government maintains an additional one-third of its total present personnel files for separated/retired officials and employees thus resulting to maintenance and monetary burden on agencies and units.
3. Registries show the minimal number of requests for retrieval and access of documents from retired or separated officials and employees of their personnel file with the agency or the Civil Service Commission thus, raising the issue on its value.
4. At present, there is no provision on maintenance responsibility of employees in or out of government service.
5. There are new and better methods of records management.

CSC Resolution No. 070881 S. 2007 enhances the policy on management of 201/120 files. The resolution aims to:

1. Adapt to changes in the technological environment.

2. Prepare for the realization of the E-Commerce Law.
3. Establish a new lifespan for the 201/120 files to enhance management of active and inactive files by facilitating the retrieval and access of frequently asked records.
4. Define responsibilities and accountabilities for 201/120 files during employment and after separation of an employee.
5. Further give value to employees and instill pride for working in government.
6. Reduce the number of 201/120 files to a manageable level to be more responsive to current personnel needs.
7. Be responsive to budgetary problems faced by agencies due to expensive maintenance cost.
8. Prevent possible destruction to government documents/properties due to natural or man-made hazards/calamities.

Therefore, all agencies and units of government shall be guided by the following policies:

I. The Head of office in charge of Human Resource Management, shall:

1. Be responsible for the establishment, maintenance and disposal of 201/120 file of each personnel in their respective agencies which consist of copies of the following documents:
 - a) Appointments [CSC Form 33(1985)]
 - b) Assumption to Duty
 - c) Certification of Leave Balances (for transferees)
 - d) Clearance from Property and Money Accountabilities (for transferees)
 - e) Contracts of Services (if applicable)
 - f) Copies of Certificates of Eligibilities
 - g) Copies of Diplomas, Commendations and Awards
 - h) Copies of Disciplinary Actions (if any)
 - i) Copy of Marriage Contract (if applicable)
 - j) Designations
 - k) Medical Certificate [CSC Form 211(1997)]
 - l) NBI Clearance
 - m) Notices of Salary Adjustments/Step Increments
 - n) Oaths of Office
 - o) Personal Data Sheet [CSC Form 212(2005)]
 - p) Position Description Forms
2. Provide the personnel concerned with original copies of the agency and CSC approved appointments as well as duplicate/machine copies of documents in the 201/120 file for their own record.

3. In case of transfer of an employee to another agency, effect the turnover of the employee's 201/120 folder to the new employing agency or unit through the employee.
4. In case of voluntary resignation, turnover the agency copy of 201/120 file to the resigned employee who shall thereafter assume responsibility for said file.
5. In case of retirement of an employee in good standing, give the agency 201/120 folder to the retiree which shall serve as a memoir. The retired employee shall thereafter assume responsibility for safekeeping. An employee in good standing is one who has no pending administrative case with the agency/Civil Service Commission/Ombudsman and has been cleared of money and property accountabilities.
6. Prepare and submit a monthly report of employee accession and separation duly signed by the Head of Office to the Field and Regional Offices of the Commission.
7. Keep copies of the Statement of Assets, Liabilities and Net Worth (SALN) of retired/separated employees for a period of ten (10) years and their Personal Data Sheet and Clearance from Property and Monetary Accountabilities for five (5) years.
8. Effect disposal of 201/120 files of retired or separated personnel in accordance with the provisions of this Memorandum Circular.

II. The Government Personnel, shall:

1. Assume full responsibility for keeping and maintaining a complete 201/120 file with the original copies of one's appointments approved by both the agency/unit and the Civil Service Commission.
2. Upon, transfer, request for one's complete 201/120 folder maintained by the agency/unit and assume responsibility for its conveyance to the new agency/unit.
3. Upon separation or retirement, assume responsibility for safekeeping of 201/120 file.

Please be guided accordingly.



KARINA CONSTANTINO-DAVID

Chair

IRMO:hgd

May 17, 2007

*CSC Res.No. 070881 was published in Manila Times on June 1, 2007.



Management of 201/120 Files

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RESOLUTION NO. 070881

WHEREAS, Section 3, Article IX-B of the 1987 Constitution, provides that the Commission shall institutionalize a management climate conducive to public accountability;

WHEREAS, Section 12(3), Chapter 3; Title I(A), Book 5 of EO 292 or the Administrative Code of 1987 provides that the Commission shall promulgate policies, standards and guidelines for the Civil Service to adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, Section 12(18), Chapter 3, Title I(A), Book 5 of EO 292 or the Administrative Code of 1987 provides that the Commission shall keep and maintain personnel records of all officials and employees in the Civil Service;

WHEREAS, Section 12(16), Chapter 3, Title I (A) of EO 292 or the Administrative Code of 1987 provides for the Commission to delegate authority for the performance of any function to departments, agencies and offices where such function may be effectively performed;

WHEREAS, CSC MC 40, s. 1998 on the Revised Omnibus Rules on Appointments and Other Personnel Action includes among others responsibilities of the Human Resource Management Officer (HRMO) the maintenance of a complete 201 file for each employee of their respective offices;

WHEREAS, the Commission in its implementation of CSC OM 35, s. 2004 which provides for the retention of 201/120 files for a period of 25 years after retirement encountered problems i.e. lack of storage area and incurred a huge amount of expense in the safety and maintenance of the personnel records for those already separated/retired from the government service;

WHEREAS, records show that very few retired/separated government officials and employees request for retrieval of their records with the Commission;

WHEREAS technological advances has brought about new and better ways of managing 201/120 files;

WHEREAS there is a need to resolve problems encountered in the past and to introduce new and better ways to streamline records management;

WHEREFORE in view of the foregoing and in order to delegate and institutionalize responsibility and accountability in the management of personnel files (201/120) to the departments, agencies, units and offices, the Commission **RESOLVED** as it hereby **RESOLVES** to adopt the following policies:

1. The Head of office in charge of Human Resource Management shall be responsible for the establishment, maintenance and disposal of 201/120 files of its agency/unit personnel.
2. Each 201/120 file shall contain the following:
 - a) Appointments [CSC Form 33(1985)]
 - b) Assumption to Duty
 - c) Certification of Leave Balances (if transferees)
 - d) Clearance from Property and Money Accountabilities (if transferees)
 - e) Contracts of Services (if applicable)
 - f) Copies of Certificates of Eligibilities
 - g) Copies of Diplomas, Commendations and Awards
 - h) Copies of Disciplinary Actions (if any)
 - i) Copy of Marriage Contract (if applicable)
 - j) Designations
 - k) Medical Certificate [CSC Form 211(1997)]
 - l) NBI Clearance
 - m) Notices of Salary Adjustments/Step Increments
 - n) Oaths of Office
 - o) Personal Data Sheet [CSC Form 212(2005)]
 - p) Position Description Forms
3. The Head of office in charge of Human Resource Management shall provide each agency/unit personnel copies of their 201/120 file for the employees' records.
4. The Head of office in charge of Human Resource Management shall be responsible for the turnover of 201/120 files of an employee transferring to a new employing agency or unit.
5. An employee who voluntarily resigns from government shall be given one's 201/120 file kept by the agency/unit. The individual shall thereafter assume full responsibility over one's file.



6. An employee who retires from government service in good standing shall be given one's 201/120 file kept by the agency/unit as a memoir during the retirement ceremony in honor of the employee. An employee in good standing would mean the person has no pending administrative case with the agency/Civil Service Commission/Ombudsman and has been cleared of money and property accountabilities. The retired employee shall assume the safe keep of one's records thereafter.
7. The Head of office in charge of Human Resource Management shall maintain copies of Statement of Assets, Liabilities and Net Worth of retired personnel for a period of ten (10) years while Personnel Data Sheet and Clearance from Property and Monetary Accountabilities for five (5) years.
8. The Civil Service Commission shall keep copies of Statement of Assets, Liabilities and Net Worth (SALN) submitted for its file for a period of ten (10) years. The Commission shall likewise maintain Personnel Data Sheets up to age 70 of the retired/separated employee.
9. The Head of office in charge of Human Resource Management may effect disposal of 201/120 files of retired or separated employees in accordance with these rules and regulations.

This Resolution shall take effect within fifteen (15) days from its publication in a newspaper of general circulation.

Quezon City,

MAY 08 2007



KARINA CONSTANTINO-DAVID
Chairperson



CESAR D. BUENAFLOR
Commissioner



MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by



JUDITH D. CHICANO
Director IV

Commission Secretariat and Liaison Office

*CSC Res.No. 070881 was published in Manila Times on June 1, 2007.