



MC No. I s. 2011

MEMORANDUM CIRCULAR

TO : 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 : Addendum to CSC Memorandum Circular No. 8, s. 2007 on Management of 201/120 Files

The Civil Service Commission issued on May 17, 2007 CSC Memorandum Circular (MC) No. 8 on the Management of 201/120 Files. The said MC defines the responsibilities of the Head of Office in charge of Human Resource Management with regard to the management of 201/120 files including the turn-over of the said files to officials and employees upon resignation/retirement/separation from the government service.

Considering the volume of 201/120 files in the custody of government offices/agencies, the Civil Service Commission deemed it necessary to provide guidelines on how the turn-over shall be done. Thus, CSC Resolution No. 10-00385 which was promulgated on November 22, 2010 provides a systematic approach to the turn-over of the 201/120 files by the Human Resource Management Officers (HRMO) of government offices/agencies. Pursuant to the said Resolution, the HRMO shall perform the following additional duties and responsibilities:

- I. Duties and Responsibilities Pertaining to the Initial Turn-over of 201/120 Files (see Procedural Flow A)
 1. Sort and segregate 201/120 files of resigned/retired/separated personnel.
 2. Coordinate with the Legal Office/Unit of the agency, Civil Service Commission and Ombudsman to ensure that the individual has no pending administrative case;
 3. Check the records of the agency to ensure that the employee has been cleared of all property and money accountabilities.
 4. Prepare a list of the 201/120 files to be released to resigned/retired/separated personnel, their authorized representatives or next of kin using the attached sample format for the said record (Record on Release of 201/120 Files or Form 1), which shall also serve as receiving form and record of the records released to appropriate parties.

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5. Post in the website of the Office/Unit/Agency/ Department information on the turn-over of 201/120 files of personnel who resigned/retired or were separated from the service prior to the issuance of CSC MC No. 8 s. 2007 and this Memorandum Circular together with a list of the names of qualified personnel.

The HRMO shall likewise cause the dissemination of said information through posting in the agency's website/bulletin board, publication in a newspaper of general circulation, distribution of flyers, posting of posters in public areas, radio broadcasts and/or such other forms of information media.

6. Mark duplicate documents as "Certified Duplicate Copy" and dry seal them prior to release or turn-over to concerned parties.
7. Issue a Certification as to the authenticity of duplicate documents with original signatures of authorized representatives contained in the 201/120 file (Form 2) to be signed by the Head of Office/Director IV/III of the Human Resource Management Office. The same shall be released together with the 201/120 files to serve as additional support document to the appointment or any other document specified therein when the need arises.
8. Require the claimant to accomplish a Request for Release of Records Form (Form 3).
9. Release the 201/120 files to any one of the following: a) the owner of the 201/120 file upon presentation of a valid Identification Card (ID); b) a duly authorized representative upon presentation of a valid ID of the owner, authorization letter and his/her own valid ID; or c) if the owner of the 201 file is deceased, a relative upon presentation of proof of relationship to the deceased and his/her own ID.

II. Duties and Responsibilities Pertaining to Succeeding Turn-Over of 201/120 Files (see Procedural Flow B)

1. List the 201/120 files to be released to resigned/retired/separated personnel, using the attached sample format for the said record (Record on Release of 201/120 Files or Form 1).
2. Ensure that the individual has no pending administrative case with the agency, Civil Service Commission and/or the Ombudsman; and has been cleared of all property and money accountabilities.
3. Mark duplicate documents as "Certified Duplicate Copy" and dry seal them prior to release or turn-over to the concerned personnel.
4. Issue a Certification as to the authenticity of duplicate documents with original signatures of authorized representatives contained in the 201/120

file (Form 2) to be signed by the Head of Office/Director IV/III of the Human Resource Management Office. The same shall be released together with the 201/120 file to serve as additional support document to the appointment or any other document specified therein when the need arises.

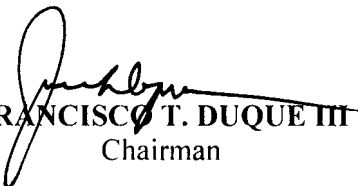
5. Release the 201/120 files to any one of the following: a) the owner of the 201/120 file upon presentation of a valid Identification Card (ID); b) a duly authorized representative upon presentation of a valid ID of the owner, authorization letter and his/her own valid ID; or c) if the owner of the 201 file is deceased, a relative upon presentation of proof of relationship to the deceased and his/her own ID.

III. Other Duties and Responsibilities Pertaining to 201/120 Files

1. Require personnel who resign, retire or are separated from the service to submit a duplicate copy of Clearance from Property and Money Accountabilities and information on forwarding address and contact number/s.
2. Retain the personnel's service record, duplicate copy of Clearance from Property and Money Accountabilities and the forwarding address and contact number/s in the records of the Agency after turn-over of the other contents of the personnel's 201/120 files.
3. Keep 201/120 files that remain unclaimed after resignation/retirement/separation or after the turn-over period for one (1) year, after which the said records may be disposed of. Proceeds of sale shall be deposited in the bank account of the Office/Unit/Agency/ Department.
4. Submit to the National Archives of the Philippines (NAP) a report on the 201/ 120 files that were turned-over to individual personnel on account of resignation, retirement or separation from the service.

This Memorandum Circular shall be used in conjunction with CSC Memorandum Circular No. 8 s. 2007.

Please be guided accordingly.


FRANCISCO T. DUQUE III
Chairman

17 JAN 2011

IRMO:HGD/mcb
10222010

Note: **CSC Res No. 10-00385** dated November 22, 2010 was published in the Philippine Star on January 11, 2011.



Addendum to CSC MC No. 8, s. 2007
on Management of 201/120 Files
X -----X

Number: 1000385

Promulgated: 22 NOV 2010

RESOLUTION

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

WHEREAS, Section 12(3), Chapter 3, Title I(A), Book V of Executive Order No. 292 or the Revised Administrative Code of 1987 provides that the CSC shall promulgate policies, standards and guidelines for the Civil Service and 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 V of EO 292 provides that the Commission shall keep and maintain personnel records of all officials and employees in the Civil Service;

WHEREAS, Section 16(6) Chapter 3, Title I(A) of Book V of EO 292 provides that the Office of Central Personnel Records (now Integrated Records Management Office) shall formulate and implement policies, standards, rules and regulations pertaining to personnel records, maintenance, security, control and disposal;

WHEREAS, CSC MC No. 40, s. 1998 or the Revised Omnibus Rules on Appointments and Other Personnel Actions includes among the responsibilities of the Human Resource Management Officers (HRMO), the maintenance of a complete 201 file for each employee of their respective offices;

WHEREAS, CSC MC No. 8, s. 2007 provides that the 201/120 file of a government employee shall be turned-over by the agency's HRMO to the concerned employee upon said employee's resignation, retirement or separation from the government service and thereafter, said employee shall assume responsibility for the said documents;

WHEREFORE, the Commission **RESOLVED** as it hereby **RESOLVES** to adopt the following additional duties and responsibilities of the Human Resource Management Officer (HRMO):

- I. Duties and Responsibilities Pertaining to the Initial Turn-over of 201/120 Files (see Procedural Flow A)
 - 1. Sort and segregate 201/120 files of resigned/retired/separated personnel.

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Certified True Copy:
 SEYMOUR R. PAJARES
 Civil Service Specialist
 Office of the Secretary & Admin. Officer

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Responsive, Accessible, Courteous and Effective Public Service

2. Coordinate with the Legal Office/Unit of the agency, Civil Service Commission and Ombudsman to ensure that the individual has no pending administrative case;
3. Check the records of the agency to ensure that the employee has been cleared of all property and money accountabilities;
4. Prepare a list of the 201/120 files to be released to resigned/retired/separated personnel, their authorized representatives or next of kin using the attached sample format for the said record (Record on Release of 201/120 Files or Form 1), which shall also serve as receiving form and record of the records released to appropriate parties.
5. Post in the website of the Office/Unit/Agency/ Department information on the turn-over of 201/120 files of personnel who resigned/retired or were separated from the service prior to the issuance of CSC MC No. 8 s. 2007 and this Memorandum Circular together with a list of the names of qualified personnel.

The HRMO shall likewise cause the dissemination of said information through posting in the agency's website/bulletin board, publication in a newspaper of general circulation, distribution of flyers, posting of posters in public areas, radio broadcasts and/or such other forms of information media.

6. Mark duplicate documents as "Certified Duplicate Copy" and dry seal them prior to release or turn-over to concerned parties.
7. Issue a Certification as to the authenticity of duplicate documents with original signatures of authorized representatives contained in the 201/120 file (Form 2) to be signed by the Head of Office/Director IV/III of the Human Resource Management Office. The same shall be released together with the 201/120 files to serve as additional support document to the appointment or any other document specified therein when the need arises.
8. Require the claimant to accomplish a Request for Release of Records Form (Form 3).
9. Release the 201/120 files to any one of the following: a) the owner of the 201/120 file upon presentation of a valid Identification Card (ID); b) a duly authorized representative upon presentation of a valid ID of the owner, authorization letter and his/her own valid ID; or c) if the owner of the 201 file is deceased, a relative upon presentation of proof of relationship to the deceased and his/her own ID.

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Certified True Copy:
 SEYMOUR R. JARRES
 Director IV/III
 Human Resource Management Office

II. Duties and Responsibilities Pertaining to Succeeding Turn-Over of 201/120 Files (see Procedural Flow B)

1. List the 201/120 files to be released to resigned/retired/separated personnel, using the attached sample format for the said record (Record on Release of 201/120 Files or Form I).
2. Ensure that the individual has no pending administrative case with the agency, Civil Service Commission and/or the Ombudsman; and has been cleared of all property and money accountabilities.
3. Mark duplicate documents as "Certified Duplicate Copy" and dry seal them prior to release or turn-over to the concerned personnel.
4. Issue a Certification as to the authenticity of duplicate documents with original signatures of authorized representatives contained in the 201/120 file (Form 2) to be signed by the Head of Office/Director IV/III of the Human Resource Management Office. The same shall be released together with the 201/120 file to serve as additional support document to the appointment or any other document specified therein when the need arises.
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3. Keep 201/120 files that remain unclaimed after resignation/retirement/separation or after the turn-over period for one (1) year, after which the said records may be disposed of. Proceeds of sale shall be deposited in the bank account of the Office/Unit/Agency/ Department.


Handwritten mark

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SERVICIOS
JAMES
OFFICE
LAWSON GARCIA

4. Submit to the National Archives of the Philippines (NAP) a report on the 201/ 120 files that were turned-over to individual personnel on account of resignation, retirement or separation from the service.

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

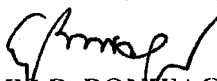
Quezon City.


FRANCISCO T. DUQUE III
Chairman

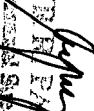

CESAR D. BUENAFLOR
Commissioner


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

HGD/mcb/10222010

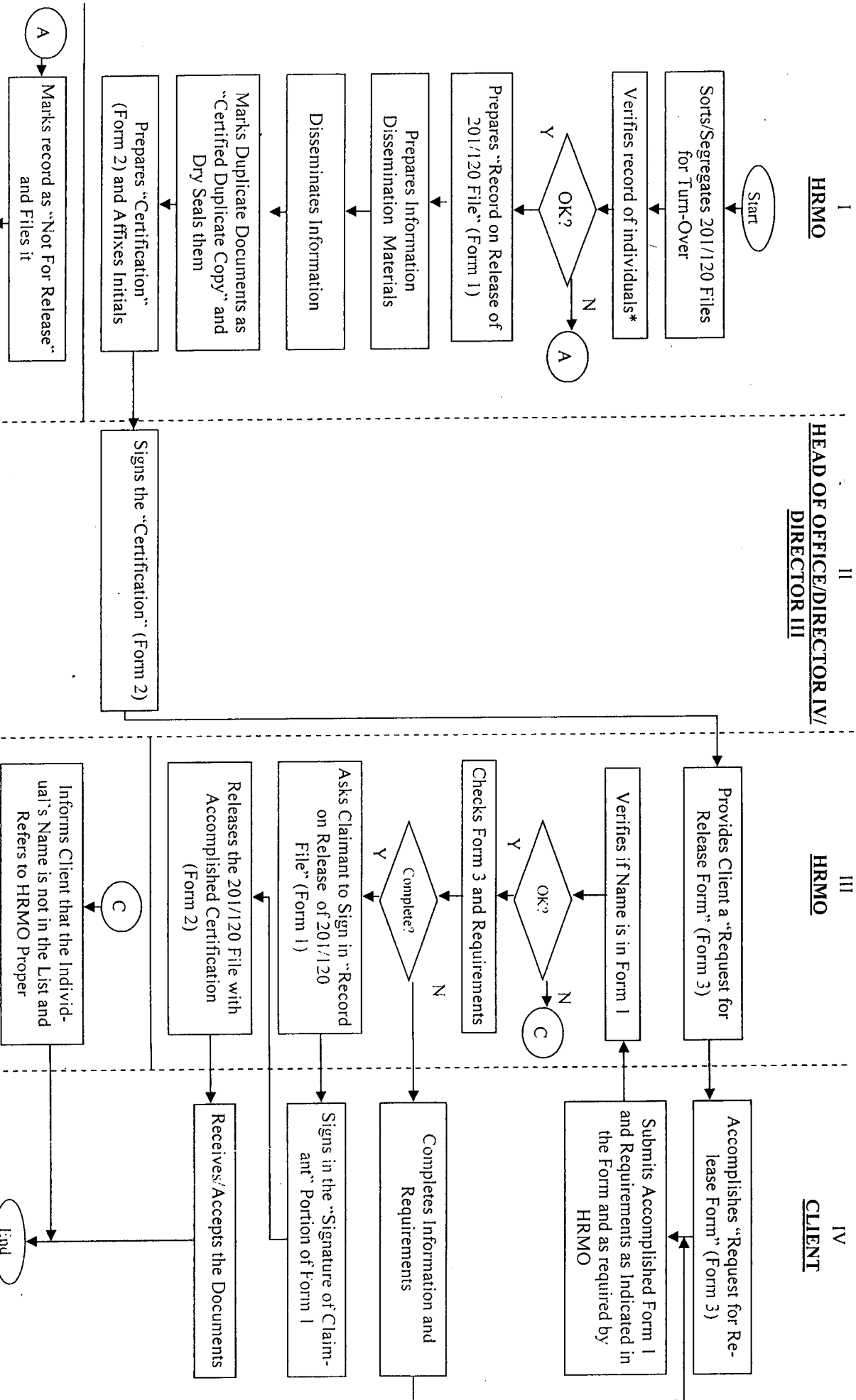
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SEYMOUR B. PARES
Chief Executive Officer
Commission Secretariat and Liaison Office

A. PROCEDURAL FLOW IN THE INITIAL TURN-OVER OF 201/120 FILES OF RETIRED/RESIGNED/SEPARATED GOVERNMENT PERSONNEL

SEYMOUR A. ADARNS
 Civil Service Commission
 Director of Personnel & Labor Cases

PREPARATORY ACTIVITIES

TURN-OVER OF 201/120 FILES

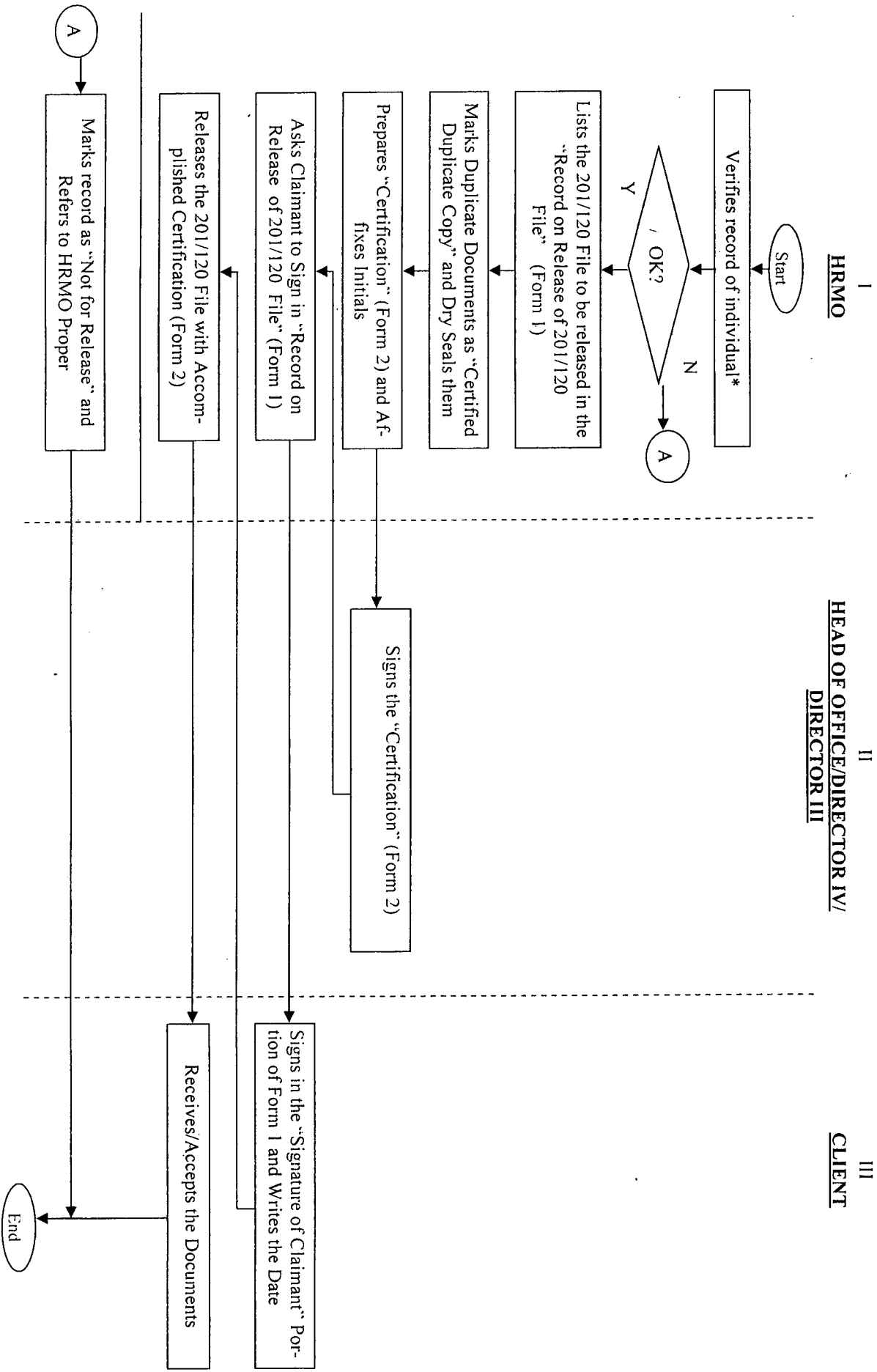


* Individual must have no pending administrative case with the agency, Civil Service Commission and/or the Ombudsman; and has been cleared of all property and money accountabilities (CSC MC No. 8, s. 2007)

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B. PROCEDURAL FLOW IN SUCCEEDING TURN-OVER OF 201/120 FILES OF RETIRED/RESIGNED/SEPARATED GOVERNMENT PERSONNEL

SEYMOUR S. BARNES
 CHIEF OF BUREAU
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* Individual must have no pending administrative case with the agency, Civil Service Commission and/or the Ombudsman; and has been cleared of all property and money accountabilities (CSC MC No. 8, s. 2007)

AGENCY LOGO
NAME OF AGENCY
 Address of Agency

PERMANENT CERTIFICATE OF AUTHENTICITY

This certifies that the following documents (marked **J**) in the name of Mr./Ms (First Name, Middle Initial, Surname) are authentic and were part of his/her 201/120 files while employed in this Office:

- 1. Duplicate copy (with original signatures of authorized signatories) of Appointment/s to (enumerate specific position/s and name of agency/ies)
- 2. Duplicate copy of Clearance from Property and Money Accountabilities (with original signatures of authorized signatories) issued by (enumerate name of agency/ies)
- 3. Duplicate copy of Contract of Services (with original signatures of authorized signatories) (enumerate specific position/s and name of agency/ies)
- 7. Duplicate copy of designation/s (with original signatures of authorized signatories) as (enumerate specific position/s and date/s)
- 8. Duplicate copy of Notice/s of Salary Adjustments/Step Increments (with original signatures of authorized signatories) as (enumerate position/s and date/s)
- 9. Duplicate copy of Oath of Office (with original signature of authorized signatory) issued by (name of agency and date)
- 10. Duplicate copy of Position Description Forms as (with original signatures of authorized signatories) (enumerate specific position/s as indicated in the Position Description Form)
- 11. Duplicate copy of Service Record (with original signature of authorized Signatories)

This certification is being issued to support the use of the documents marked **J** above.

Affix Agency Dry Seal Over Signature

PRINTED NAME & SIGNATURE
 HEAD OF OFFICE/DIRECTOR III/IV

(Note: Do not leave any of the above boxes unmarked. Mark with **X** boxes without **J**)

Certified True Copy:
 SEYMOUR K. JAMES
 201/120 FILES
 10/1/12
 10/1/12

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