



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

In a Race to Serve
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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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 2011/120 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.

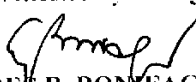
Quezon City.


FRANCISCO T. DUQUE III
Chairman


CESAR D. BUENAFLOR
Commissioner


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:

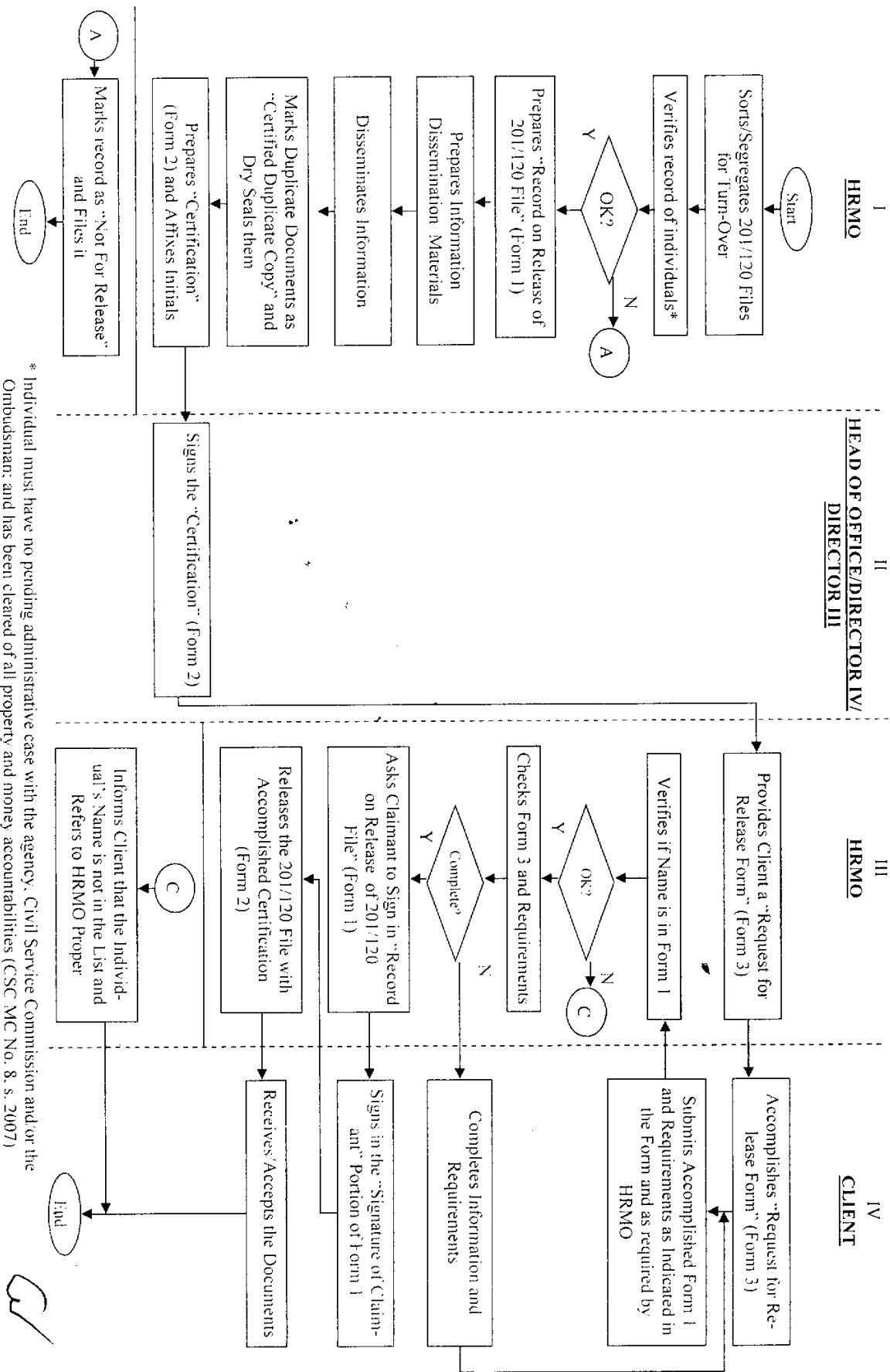

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

IGD-mcb/10.22.2010

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

PREPARATORY ACTIVITIES

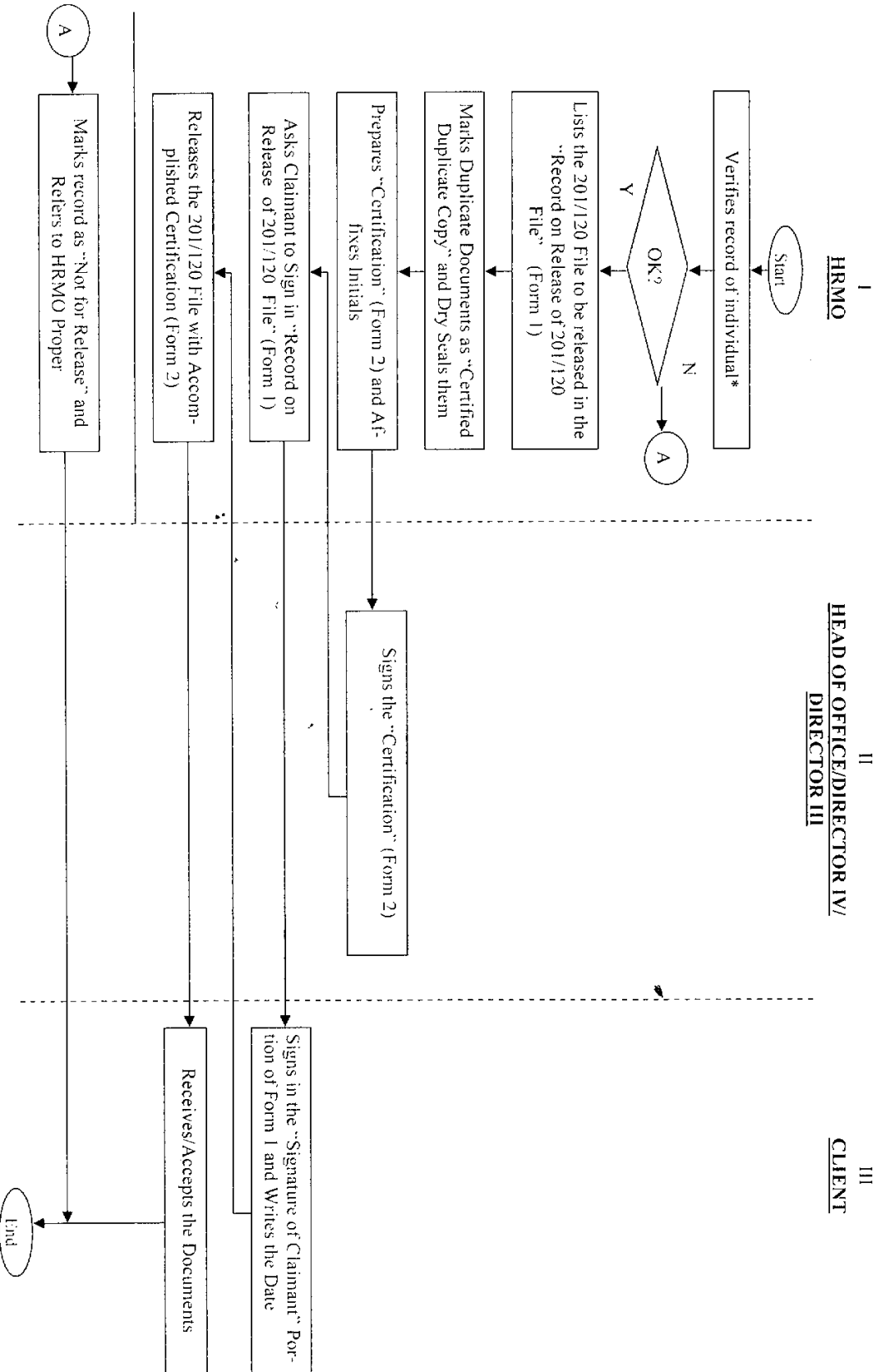
TURN-OVER OF 201/120 FILES



* 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)

End

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



* 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)

GUIDE IN USING THE FORM

1. HRMO or Records Officer shall list the names and birthdates of the owners of the 201/120 files in the first two (2) columns.
2. Numbers 1 to 18 in the succeeding columns represent the contents of the 201/120 files as shown in the legend at the bottom of the form. Mark this with a check (✓) if the document is included in the 201/120 file that will be returned, and X if it is not in the 201/120 file.
3. Number 18 is for records that are not in the list, but the specific document should be indicated in the form or on a separate sheet which shall be attached to this record.
4. The last two (2) columns are for the signature of the claimant and date of receipt or release of the 201/120 files.



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**)



Name of Agency
 REQUEST FOR RELEASE OF 201/120 FILE

Date _____

Name in 201/120 File: _____
 (Surname) (Given Name) (Middle Name)

Date of Birth: _____ Place of Birth: _____

Reason for Leaving the Government Service:
 Resignation Retirement Others, pls. specify _____

Name of Requesting Party: _____

Relation to Owner of 201/120 File _____

Checklist of Requirements:

- 1) If Claimant is the owner of the 201/120 file:
 One (1) Identification Card (ID)
- 2) If Claimant is an authorized representative:
 One (1) ID of owner, authorization letter and one (1) ID of authorized representative
- 3) If owner of the 201/120 file is deceased, the claimant, who must be a descendant of the deceased, shall present proof of relationship to the deceased and his/her own ID.

 (Signature of Requesting Party)

HRMO Remarks:	(Signature) Printed Name of HRMO	Released by: (Signature) Printed Name Designation
		Date Release:

