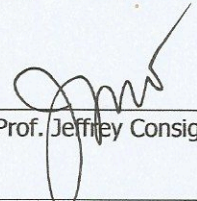


Policy No:	ADM-POL- 0048
Policy Title:	Management of 201 Files
Implementation Procedure:	ADM-PROC-0026 Preparation of 201 Files
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to define the Colegio's policy in the preparation, modification and disposal of all 201 files.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All employees of the Colegio shall have their own 201 file. • All 201 files are treated as confidential. Hence, only the HRD, Department Head, Rector and President and the employee who owns the 201 file are granted access. • Encoding and alteration of all 201 information in the 201 database file system is done only by authorized personnel from HRD. • Other employees who need access to the 201 files should seek a written permission from the Director of the HRD. • Any employee who is granted permission to the 201 files shall be given only a week to access it. • Inactive 201 files are disposed after 5 years.
Applicability:	All employees
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval	

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