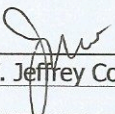


Procedure No:	ADM-PROC-0026
Procedure Title:	Preparation of 201 Files
Related Policy:	ADM-POL- 0048 Management of 201 Files
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	The procedure aims to regulate the methods in the preparation and management of 201 files.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. The Personnel Assistant prepares the 201 files of a newly hired employee. The 201 file particularly contains documents such as</p> <ul style="list-style-type: none"> <li>• Employee pictures</li> <li>• Resume</li> <li>• Transcript of records</li> <li>• Diploma</li> <li>• Medical Clearance</li> <li>• NBI Clearance</li> <li>• Psychological Test Report</li> <li>• Certification of Previous Employment</li> <li>• Training Certificates</li> <li>• Appointment Paper</li> </ul> <p>Step 2. The contents of the 201 file are encoded by the Personnel Assistant in the database file system.</p> <p>Step 3. The Personnel Assistant updates the 201 File when the employee initiates it as a result of change in status, educational attainment, etc. or when the HRD receives requires employees to update their files through update forms.</p> <p>Step 4. In case the employee severed service from the Colegio, the HRD maintains his 201 file for 2 years.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	Employee Manual 2009
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Jeffrey Consignado
Date of Approval:	

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