



January 23, 2020

UNNUMBERED MEMORANDUM



SUBJECT: MANAGEMENT OF 201/120 FILES

**TO: All Schools Division Superintendents
Division Human Resource Management Officers
This Region**

1. Please find attached letter from Civil Service Commission Caraga enjoining all agencies to observe and implement the enhanced policy on management of 201/120 files.
2. All SDOs are requested to revisit the important provisions of CSC Memorandum Circular No 8, s. 2007, particularly Items 3-5 on the turnover of the employee's 201/120 folder in cases of transfer, resignation or retirement.
5. For information and strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC, Office of the Regional Director

PS/srp
01/23/2020



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10 January 2020

To HEADS OF AGENCIES
NGAs, GOCCs, LGUs, SUCs

Dear Sir/Madam:

Happy New Year!

This pertains to CSC Memorandum Circular No. 8 s 2007 (Management of 201/120 Files) dated May 17, 2007, enjoining all agencies and units of government to observe and implement the enhanced policy on management of 201/120 files.

In relation, we request your agency to revisit the important provisions of the said circular particularly Items 3-5, stating that:

"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.

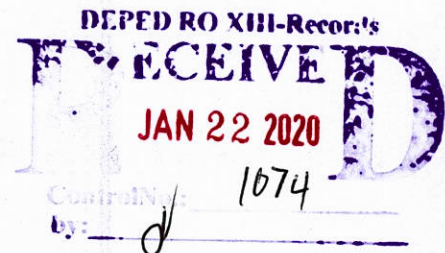
4. In case of voluntary resignation, turnover the agency copy of 201/120 file to the resigned employee who shall thereafter assume responsibility for said file.

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. xxx."

With its implementation, the problem on storage area in your agency or office, and the expense involved in the safety and maintenance of records from those already separated/retired from the government service, may be mitigated.

Very truly yours,

Annabelle B. Rosell
ANNABELLE B. ROSELL
Director IV



Bawat Kawani, Lingkod Bayani