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
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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:
- 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: [Signature]