



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

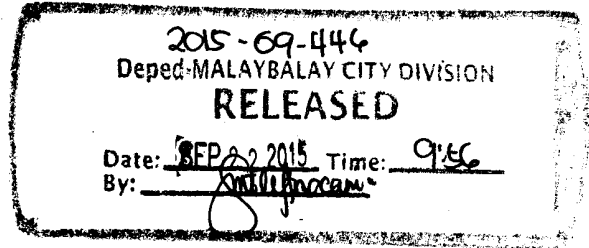
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September 21, 2015

DIVISION MEMORANDUM

No. 355 Series of 2015



TO : Chief Education Supervisors and Staff, CID and SGOD
Public Schools District Supervisors
School Heads (Elementary and Secondary Schools)
Section/Unit Heads and Staff
All Others Concerned

FROM : 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

RE : SAFEKEEPING AND CUSTODIANSHIP OF CLASSIFIED PERSONNEL RECORDS/DOCUMENTS
FOR PRIME-HRM, HR AUDIT, AND FUTURE REFERENCES

1. Consistent to Civil Service Commission Memorandum Circular No. 03, s. 2012 re: *Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)* and Executive Order No. 608, s. 2007 re: *Establishing a National Security Clearance for Government Personnel with Access to Classified Matters and For Other Purposes*, this Office hereby informs the safekeeping and custodianship of classified personnel records/documents by the Personnel Unit for PRIME-HRM evaluation and HR Audit of the Civil Service Commission.
2. Classified personnel records/documents include application and supporting documents, among others. It is however observed that applicants usually attempt to retrieve their application and supporting documents after the ranking and posting of the results and/or in case of another call-up. Moreover, there was also situation in which applicants submitted original copies and later on wanted to retrieve their original copies. In addition, other applicants submitted all documents to the office without safekeeping personal file copies.
3. Based on this premise, it is hereby reiterated that all applications and supporting documents are classified personnel records/documents which shall be safe-kept by the Personnel Unit for purposes of Personnel Selection Board (PSB), PRIME-HRM Evaluation, HR Audit, and future references. Hence, it is advised that whatever classified personnel records/document submitted in this office shall be retained. As a matter of office policy, the retention period is five (5) years from deadline of submission of the applications and supporting documents considering that it has still administrative and legal value. After which, it shall be returned to the concerned applicants. As such, future applicants are advised to have their personal file copies so that they will no longer retrieve their submitted copies from the Personnel Unit.
4. As the custodian of classified personnel records/documents, the Personnel Unit is also instructed to establish and maintain a functional filing and records management system. It shall integrate improvement on filing and record management consistent to the existing laws and regulations.
5. For information, guidance, and compliance.

Copy furnished: