



DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-APP-ER/LR-P012 (01)	
TITLE/DESCRIPTION: EMPLOYMENT RECORDS MANAGEMENT			
EFFECTIVE DATE: April 30, 2025	REVISION DUE: April 29, 2028	REPLACES NUMBER: HR (ER/LR) – QP – 7	NO. OF PAGES: 1 of 8
APPLIES TO: All Employees of the RMCI (DPOTMH, MRCCC, UK)		POLICY TYPE: Administrative	

PURPOSE:

To manage the creation, storage, usage, and retention of both hard copies and digital copies of the employment records or 201 Files of the Company.

DEFINITIONS:

Employment Records refer to the personal information of the employees which are created, stored, used, and retained by the Company. The Employment Records contains the following personal details of the employees and their government-issued identification numbers:

- Full Name
- Date of Birth
- Current Address
- Contact Information
- SSS Number
- BIR Tin Number
- Philhealth Number
- Pag-ibig Number
- Educational Attainment / Transcripts / Diplomas
- Performance Assessments / Evaluation
- Clearances
- Physical Exams Results
- Corrective Actions
- Work History
- Post-Employment Information
- Hiring Requirements
- List of Dependents
- Other similar documents

201 Files -refers to the employment records of employees who are still active in the Company.

202 Files -refers to the employment records of employees who are already inactive or separated from the Company, e.i. resigned or retired employees.

Human Resources and Payroll Information System (HRPIS) refers to the Company database wherein the 201 Files are digitally stored and accessed.

Employment Verification refers to inquiries about the employees done by Third Parties such as government agencies, affiliates/partners, prospective employers, etc.

Active Employees refer to employees who are still employed or connected with the Company.

Inactive Employees refer to employees who are already separated from the Company (e.i. resigned and/or retired employees).





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RESPONSIBILITY: Employees' Relations Staff, Employees' Relations & Labor Relations Supervisor, Employees
POLICY: <ol style="list-style-type: none"> 1. The Employees' Relations (ER) Staff and the Employees' Relations/Labor Relations (ER/LR) Supervisor shall be the only authorized personnel to create, maintain, retrieve, release, and disposed of the 201/202 Files. 2. ER Staff shall be responsible in creating and building up the 201 File of the Rank-and-File employees and the ER/LR Supervisor for the Supervisory/Managerial employees – both in hard copy and in the HRPIS – based on the documents that the employee has submitted. ER Staff and ER/LR Supervisor shall ensure the completeness, accuracy, and validity of the information. 3. ER Staff shall be responsible for the proper storage and maintenance of the 201/202 Files, thus, he/she shall: <ol style="list-style-type: none"> 3.1 Ensure utmost confidentiality and compliance with the RA 10173, also known as the Data Privacy Act of 2012; 3.2 Ensure that the information in the 201 Files are up-to-date and still relevant; 3.3 Store hard copies of the 201/202 Files in an area that is protected from security breach and elements such as water, excessive light, excessive heat, vermin, and insects; and 3.4 In case of location transfers, ER Staff shall ensure safe and secure movement/transport of the 201/202 Files. 4. Ensure utmost confidentiality and compliance with the RA 10173, also known as the Data Privacy Act of 2012; <ol style="list-style-type: none"> 4.1 Payroll; 4.2 Labor Union; 4.3 Other company-related matters such as recruitment, employee movements, and separation; and, 4.4 For affiliates and partners to process the 201 File data for the same purposes indicated above 5. All employment verifications, which can be in written, verbal, and/or digital form, shall only be handled by the ER/LR Section. 6. ER Staff and ER/LR Supervisor shall be the only authorized personnel to confirm/disclose information for employment verification with Third Parties, which shall be in accordance with the following guidelines: <ol style="list-style-type: none"> 6.1 For employment verifications conducted through telephone call, ER Staff and/or ER/LR Supervisor shall only confirm the information provided by the Third Party and shall not





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METRO PACIFIC HEALTH
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disclose any further data regarding the employee;

- 6.2 For employment verifications conducted through email, the Third Party shall send their query to the official ER/LR email address and they shall attach a copy of the employee's Company-issued Certificate of Employment (COE). ER Staff and/or ER/LR supervisor shall only confirm the information provided by the Third Party and shall not disclose any further data;
- 6.3 ER Staff and/or ER/LR Supervisor shall inform the Third Party if the employee being verified is no longer connected with the Company. However, they shall not disclose the separation date, nature of separation, and other pertaining details;
- 6.4 ER/LR Supervisor shall handle employment verifications with legal implications or are of sensitive nature; and,
- 6.5 For employment verifications requiring behavioral assessment, ER/LR shall coordinate with the concerned heads. ER Staff and/or ER/LR Supervisor shall be the only personnel to communicate behavioral assessments and matters of similar nature to the inquiring Third Party.
7. If an active employee wishes to request for duplicate copies of his/her 201 File, he/she shall submit a Letter of Request addressed to the Corporate Human Resources Officer. ER Staff and/or ER/LR Supervisor shall assess the request accordingly and shall have the documents prepared within five (5) business days. ER Staff and/or ER/LR Supervisor shall only approve requests for the following documents:
 - 7.1 Birth Certificate;
 - 7.2 Transcript of Records;
 - 7.3 Training Certificates; and,
 - 7.4 Performance Ratings
8. ER Staff shall stamp all released 201 Files as 'Duplicate'. He/she shall record all 201 Files reproduced and released.
9. Inactive or separated employees shall not be granted access to their 202 Files in the Company.
10. Hard copies of the employment records, whether that of active or inactive employees, shall be retained according to the retention period indicated in the HR-QP-01 RECORDS RETENTION AND RETRIEVAL Policy. They shall also be disposed of accordingly once retention period is over. The employment records stored digitally shall be kept perpetually or as the system server shall allow. ER Staff shall record all employment records disposed/destroyed.





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PROCEDURE (SOP):

1. ER Staff and/or ER/LR Supervisor create, build up, and/or update 201 File – both in hard copy and in the HRPIS – based on the documents that the employee has submitted. ER Staff and ER/LR Supervisor ensure the completeness, accuracy, and validity of the information.
2. ER Staff properly stores and maintains the 201/202 Files, ensuring their confidentiality, relevance, and safety.
3. ER Staff and/or ER/LR Supervisor confirm information provided by Third Parties conducting employment verifications through telephone call or email.
4. Active employees submit Letter of Request to ER Staff if they wish to access their 201 Files. ER Staff assesses the request before preparing the documents within five (5) business days. ER Staff denies requests of inactive employees and requests for inaccessible documents.
5. ER Staff records all 201 Files reproduced and released.
6. ER Staff disposes 201/202 Files and related documents according to the retention period and proper disposal method. He/she records all 201/202 Files disposed.





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WORK INSTRUCTION:

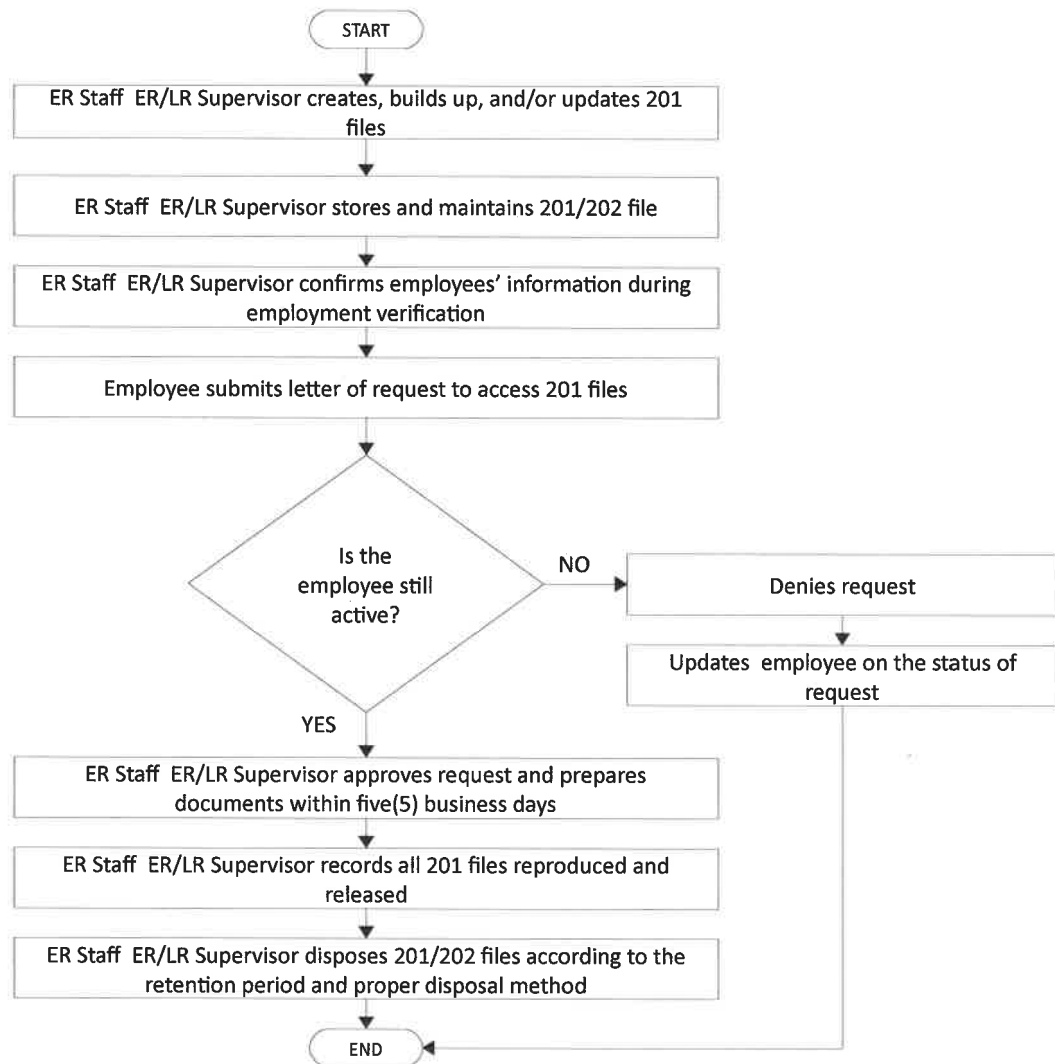
KEY TASK	PERSON RESPONSIBLE
1. Creates, builds up, and/or updates 201 Files of Rank-and-File employees.	ER Staff
2. Stores and maintains 201 File.	
3. Confirms employees' information during employment verification.	
4. Assesses employees' requests to access 201 Files. Approves or denies such requests accordingly.	
5. Prepares requested 201 Files within five (5) business days.	
6. Records all 201 Files reproduced and released.	
7. Disposes 201 Files according to the retention period and proper disposal method.	
8. Records all 201 Files disposed.	
9. Creates, builds up, and/or updates 201 Files of the Supervisory/Managerial employees.	ER/LR Supervisor
10. Confirms employees' information during employment verification.	
11. Assesses employees' requests to access 201 Files. Approves or denies such requests accordingly.	
12. Processes and submits documents for his/her 201 File (during the Recruitment procedure).	Employee
13. Submits letter if requesting access for 201 File.	





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WORK FLOW:





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FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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