



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

# RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH  
THE HEART OF FILIPINO HEALTHCARE

<b>DEPARTMENT:</b> Human Resource Division		<b>POLICY NUMBER:</b> DPOTMH-MPP-HRD-P010-(01)	
<b>TITLE/DESCRIPTION:</b> <b>RECORDS RETENTION AND RETRIEVAL</b>			
<b>EFFECTIVE DATE:</b> February 28, 2024	<b>REVISION DUE:</b> February 27, 2027	<b>REPLACES NUMBER:</b> HR-QP-01	<b>NO. OF PAGES:</b> 1 of 12
<b>APPLIES TO:</b> All HRD Staff, Warehouse Clerk, Corporate Human Resource Officer		<b>POLICY TYPE:</b> Multi Disciplinary	

## PURPOSE:

1. To preserve the inactive records of the Human Resources Division for as long as needed and to dispose of such records for as soon as no longer needed.
2. To establish a procedure of retrieval and to identify the approving authorities who can grant access to the inactive records.

## DEFINITIONS:

**Inactive Records**-All Human Resources Division records stored in the warehouse.

**Active Records**- All Human Resources Division records maintained in the office.

**Retention**- The time period that the inactive records be stored in the warehouse.

**Disposal Method**-The means that the records shall be disposed of accordingly.

**Shred**-The disposal method in which the records are completely destroyed.

**Discard**-The disposal method in which the records may be used as scratch paper.

## RESPONSIBILITY:

All HRD Staff, Warehouse Clerk, Corporate Human Resource Officer

## POLICY:

1. All inactive records of the Human Resources Division shall be stored in the warehouse according to the filing procedure and shall be disposed of according to the disposal method.
2. Retrieval of records shall be according to procedure and only when the requesting unit has been given access by the approving authorities.

## PROCEDURE (SOP):

### Records Filing Procedure

1. The section/department identifies and labels the records that are for warehouse storage (see table 1.0). Assignment of the HRD series codes will be the following:
  - 1.1. Corporate HR Officer HRD series code 1.0
  - 1.2. Recruitment and Manpower Planning functions HRD series code 2.0
  - 1.3. Training and Development functions HRD series code 3.0
  - 1.4. Employees' and Labor Relations functions HRD series code 4.0
  - 1.5. Compensation and Benefits functions HRD series code 5.0





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2. Labeled boxes containing the records are turned-over to the warehouse. Boxes are arranged in the shelves with labels facing out.
3. The Records Retention Schedule is observed. Documents are disposed according to schedule and disposal method (see table 1.1) and with approval of the approving authorities.
4. The Warehouse Clerk and the Human Resources Division keep a logbook of all records disposed.

**Table 1.0 File Box Label**

Box No.	Code	Coverage
Date of Disposal		

Box No.	Code	Coverage
R9RCC4 BOX34	<b>HRD 4.1</b>	<b>2018 - 2019</b>
Date of Disposal 2021		







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**Table 1.1 Records Retention Schedule**

CODE	RECORD TITLE	RECORDS RETENTION FOR INACTIVE RECORDS	DISPOSAL METHOD
HRD 1.0	HR Policies	UNTIL SUPERSEDED	DISCARD
HRD 1.1	HR Memos	UNTIL SUPERSEDED	DISCARD
HRD 1.2	Collated Strategic Plans	PERMANENT	ARCHIVE
HRD 1.3	WMM Attendance and Minutes	1 YEAR	DISCARD
HRD 1.4	Job Descriptions	UNTIL SUPERSEDED	DISCARD
HRD 1.5	Logbooks	1 YEAR	DISCARD
HRD 2.0	Application Documents	1 YEAR	SHRED
HRD 2.1	Manning Headcount Monthly Report	10 YEARS	SHRED
HRD 2.2	Annual Manpower Budget / Plantilla	15 YEARS	SHRED
HRD 3.0	Training Calendar	1 YEAR	DISCARD
HRD 3.1	Training Modules	5 YEARS	DISCARD
HRD 3.2	Training Folder	5 YEARS	DISCARD
HRD 4.0	202 Folders	15 YEARS	SHRED
HRD 4.1	Claimed COEs	1 YEAR	SHRED
HRD 4.2	CBA Negotiation Files	2 YEARS (after expiry of date of superseding agreement)	SHRED
HRD 4.3	CBA Final Copy	PERMANENT	ARCHIVE
HRD 4.4	Administrative Case Files	PERMANENT	ARCHIVE
HRD 4.5	Grievance Case Files	PERMANENT	ARCHIVE
CODE	RECORD TITLE	RECORDS RETENTION FOR INACTIVE RECORDS	DISPOSAL METHOD
HRD 4.6	Arbitration Case Files	PERMANENT	ARCHIVE
HRD 4.7	Incident Reports	PERMANENT	ARCHIVE

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HRD 4.8	Quitclaims	15 YEARS	SHRED
HRD 5.0	Leave Authority Forms	1 YEAR	DISCARD
HRD 5.1	Approved Overtime Forms	1 YEAR	DISCARD
HRD 5.2	Summary of Loan Deductions – SSS & PAG-IBIG	15 YEARS	SHRED
HRD 5.3	Summary of Disbursement Vouchers – SSS & PAG-IBIG	15 YEARS	SHRED
HRD 5.4	Transmittal Reports	15 YEARS	SHRED
HRD 5.5	PHIC ER-2 Reports	15 YEARS	SHRED
HRD 5.6	SSS Sickness Claims (Photocopy)	15 YEARS	SHRED

**Table 1.2. Definition of Record Series Titles**

RECORD CODE	RECORD TITLE
Corporate HR Officer	
HRD 1.0	HR Policies - Approved policies prepared and submitted by the Human Resources Division.
HRD 1.1	HR Memos - Memos issued by the Human Resources Division.
HRD 1.2	Collated RMCI Strategic Plans
HRD 1.3	WMM Attendance and Minutes - Session minutes and attendance sheets of the Weekly Management Meeting.
HRD 1.4	Job Descriptions - Job responsibilities and qualifications for all positions in the Company.
HRD 1.5	Logbooks
Recruitment and Manpower Planning	
HRD 2.0	Application Documents - Employment Application forms, Bio-data or Resume, Transcript of Records, and other documents submitted in the course of employment application.







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	Interview sheets and overall assessments are also attached.
HRD 2.1	Manning Headcount Monthly Report - Statistics on recruitment needs and existing manpower set-up.
HRD 2.2	Annual Manpower Budget / Plantilla - Present and proposed manning complement with corresponding budget.
Training and Development Function	
HRD 3.0	Training Calendar - List of expected Training Schedules for the year.
HRD 3.1	Training Modules - Trainings developed to be used for program proper and as handouts to be given out to participants.
HRD 3.2	Training Folder - Folders dedicated to training materials such as attendance sheets, evaluation summaries, programs, invites, et cetera used in every training.
Employees and Labor Relations Function	
HRD 4.0	202 Folders - Personnel folders which form the principal source of information of each separated, retired, or resigned employee's service record from hiring up to the time he/she is separated from the company.
HRD 4.1	Claimed COEs - Receiving copies and receipt of Certificate of Employment claimed by the employees.
HRD 4.2	CBA Negotiation Files - Collective Bargaining Agreement session minutes, reports, and other pertinent documents incurred during the negotiation.
HRD 4.3	CBA Final Copy





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HRD 4.4	Administrative Case Files - Session minutes, reports, and other documents pertaining to Admin Cases.
HRD 4.5	Grievance Case Files - Session minutes, reports, and other documents pertaining to Grievance Cases.
HRD 4.6	Arbitration Case Files - Session minutes, reports, and other documents pertaining to Arbitration Cases.
HRD 4.7	Incident Reports - Reports submitted by employees on hospital incidents that they are involved in.
HRD 4.8	Quitclaims - Waiver signed by separated employees claiming that they have received their final pay and that the Company no longer has any liability towards them.
Compensation and Benefits Function	
HRD 5.0	Leave Authority Forms - Request form to avail of Sick Leave, Vacation Leave, or Leave of Absence as approved by the superior and according to the employees' leave credits.
HRD 5.1	Approved Overtime Forms
HRD 5.2	Summary of Loan Deductions – SSS & PAG-IBIG
HRD 5.3	Summary of Disbursement Vouchers – SSS & PAG-IBIG
HRD 5.4	Transmittal Reports – SSS & PHIC
HRD 5.5	PHIC ER-2 Reports
HRD 5.6	SSS Sickness Claims (Photocopy)







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## Records Retention Computation

Date of Disposal = Date of Warehouse Storage + No. of Years of Records Retention

E.g. Application Documents will be stored in the warehouse on January 2017. Its retention period is 2 years. Thus, it will be disposed of by Jan 2020. Retention period indicated in the schedule does not include the number of years that the records are active.

## Records Retrieval Procedure

1. The Records Retrieval Request Form is accomplished by the requesting unit and is duly signed by the approving authorities (see tables 1.3 and 1.4).
2. The requesting unit presents the signed form before retrieving the records.
3. The Warehouse Clerk keeps a logbook of all records released and returned.
4. The requesting body returns the records borrowed from the warehouse.

**Table 1.3. Records Retrieval Request Form**

 <b>RIVERSIDE MEDICAL CENTER, INC.</b> Owner and operator of the Dr. Pablo O. Torre Memorial Hospital		 <b>METRO PACIFIC HEALTH</b> THE HEART OF FILIPINO HEALTHCARE	
<b>RECORDS RETRIEVAL REQUEST FORM</b>			
Box No.	Code	Record Title	Remarks
<b>Requested by:</b> _____ Signature over Printed Name & Date <b>Requesting Department:</b> _____		<b>Approved by:</b> _____ Signature over Printed Name & Date <b>Approving Department:</b> _____	
<small>DPOTMH-HRD-0037</small>		<small>Unauthorized duplication of this form is strictly prohibited</small>	

**Table 1.4. Approving Authorities**

Corporate Human Resources Officer	
Recruitment and Manpower Planning Functions	Recruitment and Manpower Planning Supervisor
Training and Development Functions	Training and Development Supervisor
Employees and Labor Relations Functions	Employees' and Labor Relations Supervisor
Compensation and Benefits Functions	Compensation and Benefits Supervisor





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## WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Identifies records for warehouse storage.	Corporate Human Resource Officer
2. Approves Records Retrieval Request Form.	
3. Approves disposal of records.	
4. Identifies records for warehouse storage.	Recruitment and Manpower Planning, Training and Development, Employees and Labor Relations, and Compensation and Benefits Supervisors
5. Approves Records Retrieval Request Form.	
6. Approves disposal of records.	
7. Identifies and labels records for warehouse storage.	HRD Staff
8. Records borrowed/returned documents with logbook.	
9. Files inactive records	Warehouse Clerk
10. Receives and checks Records Retrieval Request Form.	
11. Retrieves/releases records.	
12. Monitors Records Retention Schedule.	
13. Dispose records.	
14. Records borrowed/returned/disposed documents with logbook.	
15. Fills up Records Retrieval Request Form	Requesting Unit
16. Returns borrowed records.	







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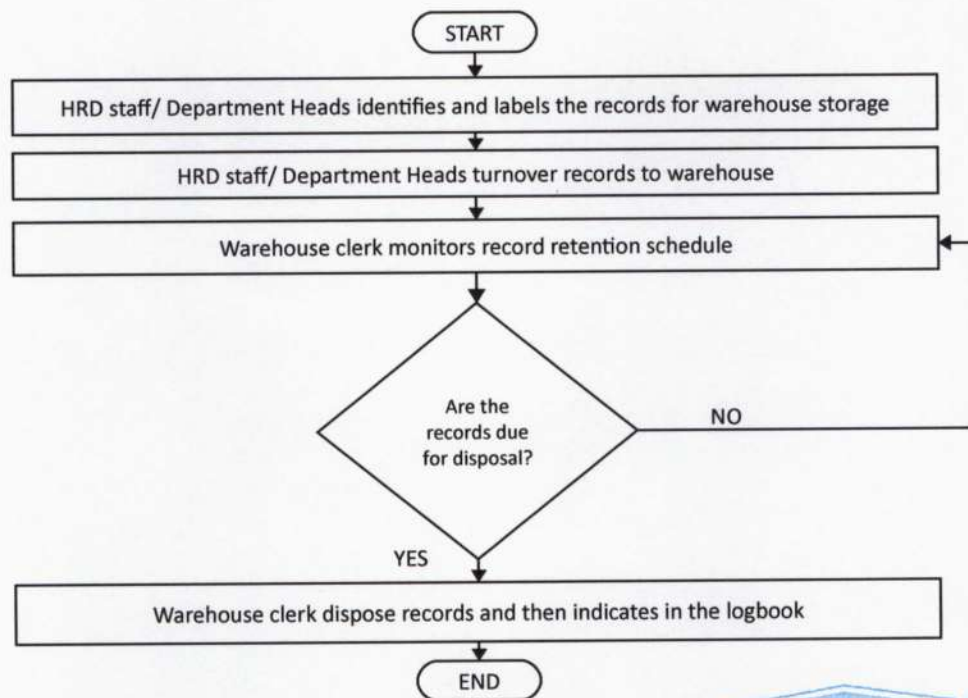
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**WORK FLOW:**

For Records filing procedure





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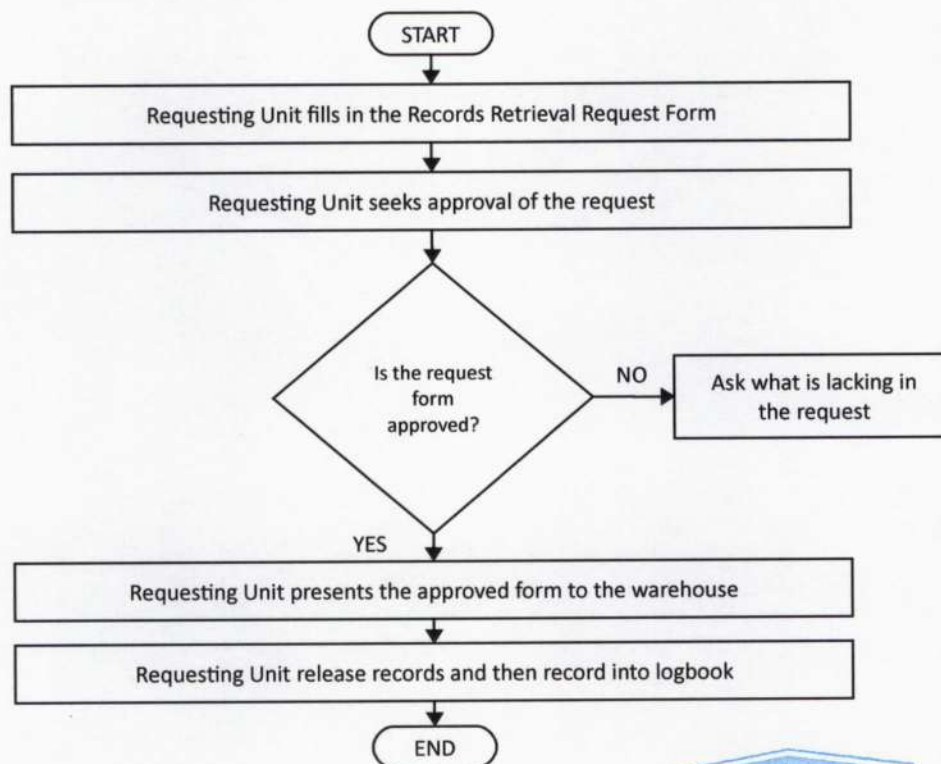
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**For Records Retrieval procedure**

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**FORMS:** DPOTMH-HRD-F037- Records Retrieval Request Form

**EQUIPMENT:** N/A

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**REFERENCES:** N/A



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APPROVAL:				
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