REGIONAL MEMORANDUM
No. 980, s. 2021

ADVICE ON THE PROVISION OF STORAGE ROOM FOR
HUMAN RESOURCE (HR) FILES

To: All Schools Division Superintendents

1. As a result of the discussion during the Human Resource Management Officers (HRMOs) Meeting last August 27, 2021, it was found out that there are some Schools Division Offices (SDOs) which still do not have ample space or storage room for human resource files. This Office takes heed on this concern considering that these files (201 Files, Personal Data Sheet (PDS), Statement of Assets, Liabilities and Net Worth (SALN), etc.) are very important for these cover the personnel sensitive information/data of concerned employees.

2. It is advised that SDOs shall provide a specific area for records keeping.

3. For information and guidance.

TOLENTINO G. AQUINO
Director

Encl.: As stated
Reference: Memorandum DM-PHROD-2021-0423
To be indicated in the Perpetual Index
Under the following subjects:

- BENEFITS
- PROCEDURE
- REQUIREMENTS
- POLICY
- PROJECTS
- POSITIONS
- PROPERTIES

AD/hfa/RM
September 1, 2021