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Office of the President

11 September 2007

MEMORANDUM NO. 162

Series of 2007

T O: Mr. Simeon P. Sedrome

R E: Inventory of 201 Files of VSU Employees

The post audit conducted by representatives of the Civil Service Commission last May 28 – 30, 2007 indicated some deficiencies in our filing system especially with our 201 files.

In coordination with HRMDO, you are hereby directed to immediately conduct an inventory of records kept in the 201 files and to ensure that the following documents are present per 201 folders:

- a. Appointment;
- b. Updated Personal Data Sheet;
- c. Position Description Form;
- d. Duly authenticated copy of the certificate of Rating/Eligibility/renewed PRC License;
- e. School Transcript of Records;
- f. NBI Clearance (for original appointment);
- g. Clearance from the former office (for transferee);
- h. Medical Certificate (with results) CSC Form 211 (1997);
- i. Oath of Office (Original and Promotional Appointment);
- j. Notice of Salary Adjustment/Increment;
- k. Statement of Assets, Liabilities and Networth (may be filed in separate folder);
- l. Performance Work Targets/Appraisal Reports (may be filed in separate folder);
- m. Updated Service Records;
- n. Minutes of the PSB deliberation and duly accomplished comparative statement form;
- o. Proof of Publications (may be filed in separate folder);
- p. Justification of erasures, if any;
- q. Certificate of Assumption to Duty;
- r. Copies of Disciplinary Actions (if any);

- s. Copy of Marriage Contract (if applicable), and
- t. Other relevant documents.

In case some documents are lacking, you are directed to exert effort to have these documents made available in our files. Please ask assistance from Ms. Teresita Quiñanola. All these and other documents should be systematically filed for easy reference. Please submit a monthly status report of your inventory and the number of 201 folders systematically filed.

For immediate compliance.


PACIENCIA P. MILAN
President

cc: Ms. Teresita L. Quiñanola
HRMDO
ODA
Records
File