

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D
	CHAPTER 17: PERSONNEL RECORDS	Reference Code: OM-ADM Revision Number: 00 Effective Date: Nov. 20, 2018
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17.1 GENERAL

An employee's personnel record shall contain only materials, which are necessary and relevant to the Administrative personnel program.

Accuracy, relevance, timeliness, and completeness should be observed in the maintenance of personnel records. Appropriate and reasonable safeguards shall be established to ensure security and confidentiality.

17.2 ACCESS TO AN EMPLOYEE'S PERSONNEL RECORDS

Within sixty calendar days from the receipt of a written request an employee shall be provided a copy of the employee's own personnel records. There will be no charge for the first copy. Records protected or exempted from disclosure by the law may be withheld.

17.3 ACCESS TO RECORDS BY THE PUBLIC

Information, which may be disclosed to the public, shall be limited to name, current position, date of separation, office address and office telephone number. Release of personnel records specific to the date hire; current salary, current job description and employment status shall only be done with the consent of the subject employee.

Release of information to the public shall be made according to prescribed procedures.

A record of information may be released if it is a subject to subpoena even without the consent of employees concerned.

17.4 LOCATION OF RECORDS

Personnel records shall be kept under lock and key in the LBRDC records room.