

 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b> 24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<b>ADMINISTRATIVE MANUAL</b>	Class Code: <b>D</b>
		Reference Code: <b>OM-ADM-15.0</b>
	<b>Chapter 15: Personnel Records</b>	Revision Number: <b>00</b>
		Date: Effective <b>Nov. 20, 2018</b>
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**1501      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.

**1502      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.

**1503      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 released if it is a subject to subpoena even without the consent of employees concerned.

**1504      Location of Records**

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