

## A Numerical Filing System by Heading

### 100 PERSONNEL

- 110 Confidential individual staff files/Application Letter/Promotion/Appointment/Oath of Office/resignation/transfer Staff records (Application for Leave, OB form, Permission Slip, etc)
- 120 /Clearance/PDS/Retirement/DTR/Exemption/Plaque of Appreciation Years of Service
- 130 Payroll/Benefits
- 140 Health and Safety
- 150 Trainings/Training Memo/Training Request Form/Certificate of Appreciation
- 160 Job Order Personnel Contract of Services/Request for Publication of Vacant Position/MOA with Job Street
- 170 Liaison Matters
- 180 Report on the Physical Count of Inventories

### 200 FINANCE

- 210 Budget/NCA/Realignment
- 220 Supplies/BAC
- 230 Monthly expenses (Office Rental, Electricity, Water, Security guards, supplies, etc.) GSIS
- 240 Travel expenses/I.T
- 250 Petty cash records/Replenishments/Other expenses
- 260 Pensioners
- 270 Bank Accounts/ Vouchers of Rentals/Voucher of Services
- 280 Annual Financial Statements/Physical and Financial Accomplishments/Financial Statements
- 290 Penalty charges to Coops. SOA

### 300 CORRESPONDENCE

- 310 correspondence with government agencies
- 320 correspondence with other companies
- 330 correspondence with project partners/GOCC/Energy Players
- 340 correspondence with other NGOs
- 350 correspondence with Electric Cooperatives (including AGMA and speech for Coops) and Distribution Utilities and GenCos and IPPs, speech
- 360 correspondence with Consumers/Cert of Approval
- 370 correspondence with GMC & DMC
- 380 Press Statement/Media Interview
- 390 Photos to be uploaded in the website

### 400 ORGANIZATIONAL DOCUMENTS

- 410 Organizational Structure
- 420 Commission Oversight Assignments
- 430 Strategic Planning
- 440 Other Documents

### 500 CASES

- 510 Orders
- 520 Decisions
- 530 Briefing Memo/Evaluation Memo (For Commission Meeting)/LS weekly report
- 540 COC/Memo of COC/WESM Memo/MOS Memo
- 550 Certificate of Approval-Meter
- 560 Resolutions/Rules
- 570 Notices/Resolutions/Rules Amendment
- 580 Minutes of the Commission Meeting

### 600 OFFICE ADMINISTRATION

- 610 Office Meeting/Notices
- 620 Internal correspondence/Office Order
- 630 Memo from the Chairperson
- 640 Travel Order/Special Assignment/
- 650 Agency Information Sheet/Official Signatories/Specimen Signature
- 660 IPCR/DPCR/SPCR/SPMS/Accomplishment Report
- 670 Contract of Lease (Office space and Parking Lot)
- 680 ISSP/I.T. Matters
- 690 Quarterly Report/Annual Report