**TURN-OVER OF 201 FILES TO RESIGNED/RETIRED/SEPARATED EMPLOYEES OF THE SENATE ELECTORAL TRIBUNAL**

The Senate Electoral Tribunal shall turn-over the 201 files of its employees who resigned/retired/have been separated from government service in compliance with Civil Service Commission Memorandum Circular No. 8, series of 2007 (Management of 201 Files) and Memorandum Circular No. 1, series of 2011 (Addendum to CSC MC 8, s. 2007 on Management of 201 Files).

Upon submission of an accomplished Request of Records Form (Form 3), the 201 Files shall be released to anyone of the following: (1) the owner of the 201 file upon presentation of a valid Identification Card (ID); (2) a duly authorized representative upon presentation of a valid ID of the owner, authorization letter and his/her own valid ID; or (3) if the owner of the 201 file is deceased, a relative upon presentation of proof of relationship to the deceased and his/her own ID.

The following resigned/retired/separated personnel shall submit the accomplished Form 3 to the Human Resources Management Service of the Senate Electoral Tribunal at Room 205, Electoral Tribunals Building, Quezon City, Monday to Friday from 8:30 a.m. to 4:00 p.m.

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|  | NAME OF FORMER PERSONNEL | Date of Separation |
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| 1 | Abrea, Marianne delos Reyes | Aug 01, 2005 |
| 2 | Advincula, Shirley Custodio | Mar 16, 2005 |
| 3 | Agabin, Florence Angolluan | Aug 28, 2006 |
| 4 | Alba, Anna Rocel Gerarda Bernaldes | May 01, 1978 |
| 5 | Alegre, Peter Andrew Monsod | Dec 17, 1994 |
| 6 | Alfaro, Anna Tencing Lacuanan | Aug 19, 1998 |
| 7 | Alinsug, Homer Solideo | Mar 01, 2001 |
| 8 | Allanigue, Allan Lagos | Feb 16, 1993 |
| 9 | Almario, Sherwin Michael Bersamin | Jul 01, 2001 |
| 10 | Amahan, Renato Palen | Aug 24, 2004 |