



ANNEX 9.1

**GUIDELINES ON CLASSIFICATION, HANDLING, ACCESS AND DISCLOSURE OF
INFORMATION ASSETS**

A. OBJECTIVES

These guidelines are hereby issued to:

1. Serve as uniform reference by personnel in handling information held by LIBI on its own behalf and those entrusted by its clients.
2. Ensure that LIBI's information assets obtain in appropriate level of protection in order to:
 - 2.1 Preserve the confidentiality, integrity and availability of information
 - 2.2 Ensure proper classification, labeling and handling of information
 - 2.3 Prevent unauthorized access, theft, interference or damage to information
 - 2.4 Prevent unauthorized disclosure or misuse of information
3. Establish ownership associated with the responsibility to manage, handle and protect own information.
4. Identify responsible units and their authority, accountability and responsibility on information assets
5. Communicate the need for special handling of classified information.

B. COVERAGE

These guidelines shall cover the following:

1. Classification, handling, access and disclosure of sensitive, confidential, private and proprietary information, records and documents (whether in hard, soft or electronic form).
2. Handling, protection and management of the unclassified information, records and documents.
3. Handling of documents submitted by clients and other government and private institutions.



C. DEFINITION OF TERMS

Asset	Anything that has value to the organization
Application System	Integrated set of computer programs designed to serve a particular function that has specific input processing and output activities It normally consists of a user interface, business logic and database of some sort
Classified Information	Any information, whether in hard, soft, or electronic form, that is not generally disclosed to the public or any unauthorized party
Confidentiality	The property that information is not made available or disclosed to unauthorized individuals, entities or processes
Custodian/Records Officer	Individual who has possession of or is otherwise charged with the responsibility for safeguarding and accounting of classified material
Document	Any form of recorded information, including printed, written, drawn or painted matter, sound recordings, photographs, films, etc.
Electronic Document	Any electronic media content (other than computer programs or system files) that is intended to be used in their electronic form, without being printed, although printing is usually possible
Hard Copy	Printed copy or permanent reproduction of displayed or transmitted data on any media suitable for direct view by a person, in particular paper (e.g. teleprinter pages, continuous printed tapes, facsimile pages, computer print-outs and radiophoto prints)
Information	An asset which has value to an organization and consequently needs to be suitably protected, It includes databases, contracts, system documentation, research data, training material, operational or support procedures, audit trails, archived information, etc. It can exist in many forms: printed or written on paper, stored electronically, transmitted by post or using electronic means, shown on films, or spoken in conversation
Information Assets	Knowledge or data that has value to the organization



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<p>Information Originator/Owner</p>	<p>Unit/Department which owns the information and from which such information originates</p> <p>For information technology related assets, this may be further classified into (a) Data Owner and (b) System Owner which are defined as follows:</p> <p>Data Owner – unit which has the overall responsibility for the data of an application system and ensures that confidential data are provided to authorized end-users only</p> <p>System Owner – unit that has the overall responsibility for the application system</p>
<p>Information Security</p>	<p>Protection and preservation of confidentiality, integrity and availability of information, among others, from a wide range of threats</p>
<p>Matter</p>	<p>Everything, regardless of physical character, on or in which information is recorded or embodied (e.g. documents, equipment's, projects, books, reports, articles, notes, letters, drawing, sketches, plans, photographs, recordings, machinery, models, apparatus, device and all other products or substances)</p> <p>Information transmitted orally is considered as "matter" for purpose of security</p>
<p>Need-to-know</p>	<p>Principle whereby access to classified, matter may only be given to those persons to whom it is necessary for the fulfillment of their duties</p> <p>Persons are not entitled to have access to classified matter solely by virtue of their status or office</p>
<p>Physical Security</p>	<p>Safeguards using barriers such as physical (e.g., walls, doors, vaults, etc.) and human (e.g. guards, employees, etc.) to protect information, personnel, property, utilities, facilities and installation against compromise, trespass, sabotage, pilferage, theft, espionage or any other dishonest or criminal act</p>
<p>Purging</p>	<p>Removal of data from a system or storage device in such a way that there is assurance, proportional to the sensitivity of the data, that the data may not be reconstructed through open-ended laboratory techniques</p>
<p>Soft Copy</p>	<p>Essentially the unprinted digital document file, usually viewed through a word processing program which can be transported from one computer to another through e-mail</p>



D. GENERAL GUIDELINES

1. Classification

1.1 All LIBI documents containing data/information shall be classified according to varying levels of sensitivity and critically to indicate the need, priority and required degree of protection. These documents shall carry any of the following classification category:

Classification		Description
CLASSIFIED	<u>Class A</u> Sensitive	Information that is to have the most limited access and requires a high degree of integrity. This is typically the information that will do the most damage to the LIBI should this be disclosed.
	<u>Class B</u> LIBI – Confidential	Information that may be less restrictive within the LIBI but may cause damage if inappropriately used or disclosed. This information is for use only to selected LIBI personnel on a “need-to-know” basis. It requires special handling precautions to ensure its integrity and confidentiality.
CLASSIFIED	<u>Class C</u> Private	Usually compartment data that must be kept private for other reasons.
	<u>Class D</u> Proprietary	Information that is related to LIBI operation and is available to LIBI employees. Data is disclosed outside the LIBI on a limited basis or contains information that could reduce the LIBI competitive advantage.
UNCLASSIFIED	Public	Information that is routinely disclosed and made freely available to the public (e.g., materials used for marketing purposes). The least sensitive data used by the LIBI and would cause the least harm if disclosed.

1.2 The Information Originator/Owner shall be responsible in classifying an item of information and in periodically reviewing its classification.

1.2.1 Documents shall be classified according to its content.

1.2.2 Over-classification should be avoided. It prejudices the integrity of the classification system, depreciates the importance of correctly classified matter and creates unnecessary delay, expenses and administrative burden.



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- 1.3 Memorandum to and from different units shall be classified depending on its contents. It may be classified as Proprietary, Private or Confidential.
- 1.4 The overall classification of a file or a group of physically connected documents shall be at least as high as that of the highest classified document included therein.
- 1.5 System/Data Owners shall assign classification of all information stored inside their application systems and ensure that system users are aware of the classification of each data/information that they are able to access inside the application system.
- 1.6 Notwithstanding the release or use of classified information as court evidence, the original classification will be retained internally. Release or use of such information shall be in accordance with Item D.3.3.3 of these guidelines.
- 1.7 The lists of information assets with corresponding classification are presented as follows:

Annex A –Documents that are common to LIBI's each unit.

2. Labeling

- 2.1 Documents shall be labeled according to assigned classification as follows:

Sensitive	-	Class A
LIBI-Confidential	-	Class B
Private	-	Class C
Proprietary	-	Class D
Public	-	No label
- 2.2 Classification label shall be positioned at the upper-hand corner of the document on all pages. The label shall be in permanent ink, colored black or purple (if stamp pad is used), and with size equivalent to font size 18 (in bold letter-uppercase).
- 2.3 For documents filed in a folder or placed inside an envelope/package, such folder, envelope or package shall likewise be marked with the highest classification of document included therein. The label shall be positioned at the upper right-hand corner of the folder/envelope/package.
- 2.4 Original securities (e.g. Certificate of registration, stock/bond certificates etc.), checks and other documents of the same nature, shall not be labeled in order to preserve its legality/legitimacy/ integrity. However, to ensure proper handling such document shall be placed in an envelope and marked with its corresponding classification label.

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- 2.5 Court records/pleadings and/or documents shall not be labeled. However, these shall be provided with case folders which shall be labeled in accordance with the classification of documents contained therein.
- 2.6 Soft copy/electronic documents shall be labeled by putting a "header" specifying its corresponding classification label at the upper right-hand corner of each page (with font size 18).
- 2.7 Voice logger/tri-media/audio-visual tapes, tape media, discs or diskettes that contain classified information shall be marked with the highest classification of information stored in. The container, receptacle or case where the media is enclosed shall likewise be marked with its corresponding classification label.
- 2.8 For expediency, only copy of the following documents shall be labeled:
- LIBI forms filled out by clients
 - LIBI Official Receipt
 - Prescribed forms of other government agencies (e.g. BIR, BSP forms) for regular report submission
 - Government Receipts [Home Development Mutual Fund (HDMF), Social Security System (SSS), Philippine Health Insurance (PHIC), etc.]
 - Communications/documents submitted to external parties
- 2.9 For system-generated reports consisting of more than ten (10) pages manual labeling shall be done as follows:

Classification	Labeling Procedure
Sensitive	Label all pages
LIBI-Confidential	Label the folder, summary sheet/covering memo (if any) and the first page only. Detached pages/reproduced copies shall also be labeled.
Private	
Proprietary	

- 2.10 Documents stored at Records Centers shall be labeled by the Information Owners once retrieved by them and provided the documents are still within the retention period. Custodians at Records Centers shall not accept documents that are not properly labeled.

3. Access

- 3.1 Grant of access to classified information (e.g. viewing, printing, downloading, etc.) by LIBI personnel shall be on a "need-to-know" basis.
- 3.2 The Information Originator/Owner of classified information shall determine whether or not to allow access to any individual. Any employee who has access, or who in any manner, is in possession of such document/information, is responsible for its protection.



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3.3 Approving authority for access and disclosure of information/classified records by/to LIBI personnel without “need-to-know”, personnel of other government agencies, private firms, or private person:

CLASSIFICATION	APPROVING AUTHORITY
Proprietary	Unit Head
Private	Above; plus the President & CEO
Sensitive & LIBI-Confidential	Above; plus the President & CEO

The above disclosure of classified information shall be supported by a written request from the Unit Head of LIBI/non-LIBI employee/LIBI personnel without “need-to-know”, stating among others that:

- The classified information shall be used only for the purpose for which it is requested;
- Reproduction and/or dissemination of which shall not be made without consent of LIBI President & CEO;
- The person requesting information shall be subjected to appropriate proceeding/sanction should he/she cause unauthorized disclosure or misuse of the classified information entrusted to him/her.

3.4 Third party contractor/consultant whose undertakings require gaining access to some of the classified documents shall be required to sign Confidentiality Agreement. Units/Officers concerned who are the beneficiaries of such undertaking, must ensure that appropriate control measures are observed to ascertain that third party access does not go beyond the agreed scope of access given to them.

3.5 Electronic files stored in personal computers (PCs) shall be protected from authorized access (e.g. automatic activation of screensaver and passwords when PCs are not in use for specified period of time).

3.6 Access to information by COA Auditors and Regulators

3.6.1 The following table presents the extent of access allowed to COA Auditors:

Classification of Documents	Access Allowed to COA Auditors	Approving Authority if COA Auditors are to be Given Copies of Documents
Public	Within and outside premises	No approval required
Class D (Proprietary)	Within premises only	Information Owner/Unit Head
Class C (Private)	Within premises only	Above; plus the President & CEO
Class B (LIBI-Confidential)	Within premises only	Above; plus the President & CEO
Class A (Sensitive)	Within premises only	Above; plus the President & CEO



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- 3.6.2 A cover sheet shall be attached to the reproduced documents. The cover sheet should substantially contain a notation which specifically restricts the unauthorized reproduction, use and access to the reproduced copy.
- 3.6.3 COA/Regulators shall be required to sign Acknowledgement Receipt of the reproduced documents. Acknowledgement Receipt shall bear the name (in print) and signature of the Auditor and the date of Receipt. This Acknowledgement Receipt shall be kept by LIBI unit concerned for reference purposes.
- 3.6.4 All COA Auditors assigned to the company shall be required to sign Confidentiality Agreement. Signed copies should be kept as follows:
 - Original - Administrative Unit
 - Duplicate - COA Auditor

4. Disclosure

- 4.1 All classified information shall be disclosed only with proper authorization.
- 4.2 All LIBI personnel are required to sign Non-Disclosure Agreement.
 - 4.2.1 This form shall be included among the documents required to be accomplished by newly hired employees.
 - 4.2.2 Administrative Unit shall likewise require all permanent employees to accomplish this form. This form shall be included in employees' 201 files.
 - 4.2.3 The employee's obligation to preserve the confidentiality of classified information continues even after employment. At the time the employment is terminated, any classified documents in their possession shall be returned and the information thereon should not be disclosed to any unauthorized party.
- 4.3 Documents to/from other government agencies shall be handled in accordance with the provisions set forth in Malacañang Memorandum Circular No. 78, series of 1968 (Promulgating Rules Governing Security of Classified Matter in Government Offices).

5. Handling of Information

Storage, reproduction, transmission and disposal/destruction of records, documents and information (as well as reproduced copies) shall be handled accordingly, commensurate with the required level of protection as follows:

Classification	SENSITIVE
Labeling:	Class A
Approving authority for access and disclosure of Information/	Department Head; plus the President & CEO



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classified records by/to LIBI personnel without "need-to-know", personnel of other government agencies, private firms or private person	
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Handling Procedures			
Storage	Reproduction	Transmission	Disposal/ Destruction
<ul style="list-style-type: none"> Documents must be stored using a three-layer protection level. Document shall be: <ol style="list-style-type: none"> Placed in a sealed envelope Place in a metal safe or cabinet with lock Stored in locked storage room or vault Voice logger/ audio visual tapes, dics and diskettes than contain sensitive information shall be stored in the same way as printed copies/ materials. 	<ul style="list-style-type: none"> Reproduction of hard copy documents shall require permission from the information originator/owner and shall be done by authorized personnel only Reproduced copies, whether in hard or electronic form shall be given only to those persons with "need-to-know" those give authority to access such information. Upon issuance of the reproduced document that contains Sensitive Information, a cover sheet shall be attached to each copy of the document. The cover sheet shall contain the following notation: <i>"Reproduction of this document in whole or in part is prohibited except permission is granted by the information owner/ originator or higher authority."</i> Reproduced copies must not extend beyond the permitted number of copies. Reproduced copies shall be accorded the same treatment as the original. All materials and waste should be accounted for 	<ul style="list-style-type: none"> Hard copy documents shall be personally delivered by authorized personnel. Items shall be double-enveloped (both sealed) with the outer envelope marked with <i>"Should be opened by the addressee only"</i> Electronic transmission shall not be allowed. 	<ul style="list-style-type: none"> Documents must be destroyed by burning, pulping, shredding, dry maceration, melting or pulverization. Electronic documents must be destroyed thru degaussing, deletion, purging or reformatting. Media such as diskette, CDs, DVDs etc. must be destroyed. Disposal procedure shall comply with the guidelines prescribed by the National Archives of the Philippines.



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	and disposed of accordingly.		
	<ul style="list-style-type: none"> • Reproduction of electronic shall not be allowed. 		

Classification	LIBI-CONFIDENTIAL
Labeling:	Class B
Approving authority for access and disclosure of information/ classified records by/to LBP personnel without "need-to-know", personnel of other government agencies, private firms, or private person	Department Head; plus the President & CEO

Handling Procedures			
Storage	Reproduction	Transmission	Disposal/ Destruction
<ul style="list-style-type: none"> • Documents must be stored using a two-layer protection level. <p>For example – documents shall be placed in:</p> <ol style="list-style-type: none"> 1. A metal safe or cabinet with lock 2. Stored in a secured area/ locked storage room/ vault. <p>Voice logger/ audio-visual tapes, discs and diskettes that contain confidential information shall be stored in the same way as printed copies/ materials</p>	<ul style="list-style-type: none"> • Reproduction of hard copy documents and number or permitted copies to be reproduced shall be approved by the information originator/owner. • Reproduction shall be done by authorized personnel only. • Reproduced copies, whether in hard or electronic form shall be given only to those persons with "need-to-know", those given authority to access such information. • Upon issuance of the reproduced copies, a cover sheet shall be attached to each copy of the document. The cover sheet shall contain the following notation: <i>"Reproduction of this document in whole or in part is prohibited except</i> 	<ul style="list-style-type: none"> • Hard copy documents shall be delivered by LIBI personnel or through accredited courier. • Items shall be placed in a sealed envelope marked with: <i>"Should be opened by the addressee only"</i> • Electronic documents may be transmitted to authorized recipient through e-mail using LIBI's intranet facility (Microsoft 	<ul style="list-style-type: none"> • Hard copy documents must be destroyed by burning, pulping, shredding, dry maceration, melting or pulverization. • Electronic documents must be destroyed thru degaussing, deletion, purging or reformatting. • Media such as diskettes, CDs, DVDs, etc. may not be physically destroyed for recycling purposes. • Media that cannot be



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	<p><i>permission is granted by the information owner/originator or higher authority."</i></p> <ul style="list-style-type: none"> • Reproduction of electronic documents is not allowed except when certain functions specifically require or allow personnel concerned to perform electronic reproduction. 	<p>Outlook).</p> <ul style="list-style-type: none"> • Transmission to unsecured public web mail service providers is not allowed. • Transmission to authorized recipient through fax or phone is allowed. 	<p>reformatted must be physically destroyed.</p> <ul style="list-style-type: none"> • Disposal procedure shall comply with the guidelines prescribed by the National Archives of the Philippines.
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Classification	PRIVATE
Labeling:	Class C
Approving authority for access and disclosure of information/classified records by/to LBP personnel without "need-to-know", personnel of other government agencies, private firms, or private person.	Department Head; plus the President & CEO

Handling Procedures			
Storage	Reproduction	Transmission	Disposal/ Destruction
<ul style="list-style-type: none"> • Documents must be stored in a metal safe or cabinet with lock or inside a locked storage room/secured area. • Voice logger/ audio visual tapes, discs and diskettes that contain private information shall be stored in the same way as printed copies/ materials. 	<ul style="list-style-type: none"> • Reproduction of hard copy and electronic documents may be allowed except when the information originator/ owner or higher authority has specifically denied the authority. • Reproduced copies, whether in hard or electronic form shall be given only to those persons with "need-to-know" those given authority to access such information. 	<ul style="list-style-type: none"> • Hard copy documents shall be delivered by LIBI personnel or through accredited courier. • Items shall be placed in a sealed envelope; marking on the envelope is not required. • Electronic documents 	<ul style="list-style-type: none"> • Hard copy documents must be destroyed by burning, pulping, shredding, dry maceration, melting or pulverization. • Electronic documents must be destroyed through overwriting, reformatting, erasure, etc. • Media that cannot be

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		<p>may be transmitted to authorized recipient through e-mail using LIBI's intranet facility (Microsoft outlook).</p> <ul style="list-style-type: none"> • Transmission to unsecured public web mail service providers is not allowed. • Transmission to authorized recipient through fax or phone is allowed. 	<p>reformatted must be physically destroyed.</p> <ul style="list-style-type: none"> • Disposal procedure shall comply with the guidelines prescribed by the National Archives of the Philippines.
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Classification	PROPRIETARY
Labeling:	Class D
Approving authority for access and disclosure of information/classified records by/to LBP personnel without "need-to-know", personnel of other government agencies, private firms, or private person.	Department Head; plus the President & CEO

Handling Procedures			
Storage	Reproduction	Transmission	Disposal/ Destruction
<ul style="list-style-type: none"> • Documents must be stored in a secured area not accessible to non-LIBI personnel. 	<ul style="list-style-type: none"> • Reproduction of documents in hard copy and in electronic form is allowed to LIBI personnel only. • Reproduced copies, whether in hard or 	<ul style="list-style-type: none"> • If the hard copy documents is delivered by: <ol style="list-style-type: none"> 1. LIBI personnel – special 	<ul style="list-style-type: none"> • Hard copy documents must be disposed of in such a way that makes its reconstruction highly unlikely.



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<ul style="list-style-type: none"> • Voice logger/ audio-visual tapes, discs and diskettes that contain proprietary information shall be stored in the same way as printed copies/ materials. 	<p>electronic form shall be given only to those persons with “need-to-know” those given authority to access such information.</p>	<p>requirement</p> <p>2. Accredited courier – should be placed in a sealed envelope.</p> <ul style="list-style-type: none"> • Electronic documents may be transmitted through the internet using LIBI intranet facility (Microsoft outlook). 	<ul style="list-style-type: none"> • Electronic documents must be destroyed through overwriting, reformatting, erasure, etc. • Media that cannot be reformatted must be physically destroyed. • Disposal procedure shall comply with the guidelines prescribed by the National Archives of the Philippines.
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Classification	PUBLIC
Labeling:	No label

Handling Procedures			
Storage	Reproduction	Transmission	Disposal/ Destruction
No special requirement	No special requirement	No special requirement	No special requirement

6. Other Specific Handling Procedures

6.1 Conversion into digital files/scanning/imaging of documents

Conversion into digital files/scanning/imaging of documents must be done by an authorized personnel and should be approved by the information owner for legitimate purpose only (i.e. for archiving of documents).

6.2 Prohibition on Recycling of Papers Containing Sensitive and LIBI-Confidential Information

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Documents that contain sensitive and confidential information shall not be used for photocopying/recycling using its reverse side.

6.3 Transmission

6.3.1 Documents with classified information shall not be taken out of the premises except for official purposes and unless authorized by the Department Head.

6.3.2 Documents transmitted through fax shall be accompanied with a Fax Transmittal Sheet. The send unit shall ensure that proper measures are observed so that documents are directed to appropriate receiver.

6.3.3 Transmittal of classified documents within LIBI's premises.

The Account Officer/Information Owner and authorized recipient shall ensure that appropriate handling procedure is accorded to the documents/information being transmitted within LIBI's premises.

6.3.4 Transmission through public email accounts

When transmission thru public email accounts cannot be avoided, additional security such as protecting files with passwords or verification of the email address of recipients, among others, shall be done. Passwords shall be relayed through other medium.

In addition, transmission through public email accounts shall be subject to approval as follows:

Classification	Approving Authority
Proprietary	Information Owner, plus Department Head
Private & LIBI-Confidential	Above; plus the President & CEO
Sensitive	Not allowed

6.4 Disposal/Destruction

6.4.1 Prior to destruction of classified documents, all pages and enclosures must be verified if attached.

6.4.2 Wastes, such as preliminary drafts, notes, Dictaphone or other tape recordings, typewriter ribbons, carbon paper, stencils, stenographic notes, carbon plates, exposed films (developed or undeveloped) and similar items containing classified information shall be disposed of accordingly, commensurate with the manual disposal for each classification.

6.4.3 Legal, regulatory and business requirements to retain the information shall be given due consideration.



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- 6.5 Classified records/documents (e.g. checks, deposit slips, client folders, bank statements, electronic back-up files) that require special handling shall continue to be handled in accordance with existing procedures.
- 7. The Administrative Unit shall be responsible for:
 - 7.1 Monitoring of implementation and enforcement of information security policies
 - 7.2 Regular review and enhancement of information security policies
 - 7.3 Recommending of additional policies, whenever necessary
 - 7.4 Ensuring education and awareness of LIBI personnel through trainings and other Information Education Campaign (IEC) materials in coordination with appropriate units.
- 8. The security of classified information, records and documents of LIBI shall be the primary concern of the information originator/owner and the Department handling, keeping and/or acting upon it.
- 9. Department Heads shall designate their respective staff/personnel who shall be responsible for:
 - 9.1 Storing of hard copy of documents especially classified matter
 - 9.2 Maintaining a registry/logbook showing all classified information received and to whom transmitted.
 - 9.3 Maintaining a current roster of persons authorized to have access to classified information
 - 9.4 Ensuring physical security of classified matter
- 10. Appropriate handling procedures of documents stored at LIBI's Records Room shall be strictly observed.

E. SANCTIONS

Any officer or employee of LIBI who is involved in any violation of the foregoing provisions that would compromise LIBI's classified information (e.g. unauthorized disclosure or misuse, non-compliance to handling procedures, non-labeling of documents, etc.), shall be subjected to appropriate administrative proceedings.

F. EFFECTIVITY

This Guidelines shall take effect upon approval.



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DOCUMENTS THAT ARE COMMON TO LIBI

TYPE OF DOCUMENT / INFORMATION ASSET	CLASSIFICATION
ADMINISTRATIVE	
Accomplishment Report/Annual Report	Proprietary to Private
Acknowledgement Receipt/Inspection Report	Proprietary
Approved Budget for the Year	Proprietary
Budget Proposal	Proprietary
Budget Report	Private
Budget Variance Report	Proprietary
Communications within LIBI Units/Inter-office Memoranda	Proprietary
Communications with external parties	Proprietary/Private
Comparative Revenue and expense Summary	Proprietary
Consumption Report - Supplies	Proprietary
Courier/Transmittal Slip	Proprietary
Department Planning Materials	Proprietary
Disbursement Order/Disbursement Voucher	Private to LIBI-Confidential
Special Orders	Proprietary
Functional Chart	Proprietary
Handouts of training participants	Proprietary
Itinerary of Travel	Proprietary/Private
Liquidation of Travel	Proprietary
Logbook (Incoming and Outgoing)	Proprietary
Manpower Inventory	Proprietary
Manual (Anti-Money Laundering)	Proprietary
Manual (CASA)	Private
Manual (Quality Management System)	Proprietary
Manual (Records Retention Schedule)	Proprietary
List of Bonded Personnel	Private
Minutes of Meeting – EXCOM, BOARD, Stockholders & Other Committee Meeting	Proprietary/Private
Monthly Headcount Report	Proprietary
Nomination for Participation in External Training Program	Private
Non-Disclosure Agreement	Private
Notice of Meeting	Proprietary
Organizational Chart	Proprietary
Petty Cash revolving Fund Replenishment Summary of Expenses	Proprietary
Plans and Programs	Proprietary
Policies and Procedures/Guidelines	Proprietary
Pre-Planning Materials	Proprietary
Qualification Standards (QS)	Proprietary
Purchase Order	Proprietary to LIBI-Confidential
Quotation Form	Proprietary
Reference Material	Proprietary
Report of Accountability for Accountable Forms	Proprietary



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TYPE OF DOCUMENT / INFORMATION ASSET	CLASSIFICATION
Risk Control Self-Assessment (RCSA) Matrix	Proprietary
Student Trainee Records	Proprietary
Telephone Billings	Proprietary
Travel Order	Proprietary/Private
Trip Tickets	Proprietary
User Request Form for User IDs (Various System)	Proprietary
PERSONNEL RECORDS	
201 File/Auxiliary 201 file	Private
Applicant's Data	Private
Application of Leave	Private
Approval of Training	Proprietary
Assumption to Duty	Private
Attendance Sheet/Blotter	Proprietary
Authority to Render Overtime	Proprietary
Authorization to Go on Official Business (OB)	Private
Certificate of Employment with Gross Annual Income/Benefits	Private
Certificate of Employment	Proprietary
Claim for Overtime and Night Differential	Proprietary
Daily Time Record	Private
Employee Clearance	Private
LBPSC Personnel Renewal of Contract	Private
Monthly Attendance and Inventory Report	Private
Officer Daily Attendance Blotter	Proprietary
Pay slips of officers	Private
Pay slips of rank and file employees	Private
Performance Target Worksheet and Appraisal Report (PTWAR)	Private
Proposal for Promotion and Hiring	LIBI-Confidential
Request for hiring/reliever/replacement of personnel	Proprietary
PROPERTY/SUPPLY	
Abstract of Bids	Proprietary
Abstract of Open Quotation/Canvass Sheet	Proprietary
Annual Procurement Plan – Stock Items & Semi Expandable	Proprietary
Authority Slip for Withdrawal of Supplies (ASWS)	Proprietary
Delivery Receipt	Proprietary/Private
Inventory and Inspection Report of Unserviceable Property	Proprietary
Inventory of Fixed Assets	Proprietary
Inventory Report on Office Supplies	Proprietary
Invoice Receipt (IR) for Property	Proprietary
Invoice Receipt of Accountable Forms (IRAF)	Proprietary
Job Order request	Proprietary

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TYPE OF DOCUMENT / INFORMATION ASSET	CLASSIFICATION
Memorandum Receipt for Equipment, Semi-Expandable and Non-Expandable Property	Private
Monthly Inventory of Stationaries & Supplies	Proprietary
Physical Inventory Report	Proprietary
Preventive Service Maintenance Agreement	Private
Stock Issuance Slip	Proprietary
Summary of Fixed Assets	Proprietary
Supplies Withdrawal Records	Proprietary
PUBLICATIONS (LIBI & EXTERNAL)	
Annual Report – LIBI	Public