

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

Document Naming Convention

I. Personal Records

File Name Part	Rule	Examples
Employee Name	Personnel Files should begin with the name of the employee in the following format: <i><Last Name> <First Name> <Middle Name> <Suffix (if any)></i> Separate with blank spaces. Use hyphen for hyphenated last name. Use initial caps only. DO NOT use all caps. DO NOT use special symbols or characters (e.g., [] { } () ., ! ; : " ' * ? < > \ & \$)	Cruz Juan Delgado Carreon Manuel Diaz Jr Fernandez Allan Gomez III Dela Torre Jose Miguel San Gregorio Bautista-Cruz Maria Donita Rose Santos
Document Type	After the employee's name, indicate document type using only approved document code (see Table of Approved Codes) in the following format: <i>_<Document Type Code></i> Use all caps.	_APPT _PEDF _SVCR
Document Version	After document type, indicate date after the document code using the following format: <i>_<mmddyyyy></i> Follow the version indicator in the Table of Approved Codes.	_05151999 _01012005 _12182024

Format of full file name: *<Last Name> <First Name> <Middle Name> <Suffix (if any)> _<Document Type Code>_<mmddyyyy>*

Sample: Carreon Manuel Diaz Jr_APPT_01012005

II. Department Issuances

File Name Part	Rule	Examples
Document Type	Indicate document type using only approved document code (see Table of Approved Codes) in the following format: _ <i><Document Type Code></i> Use all caps.	DORD SORD DMCR UMEM
Document Version	For Department Orders, Special Orders, and Department Memorandum Circulars, indicate assigned document number and series (year issued) using the following format: _ <i>###_YYYY</i> For unnumbered memorandum, indicate name of signatory, date of issuance, and a two-digit sequential number with 01 as default (in case a signatory issues more than one unnumbered memo within a given date) using the following format: _ <i><Last Name> <First Name >_mmddyyy_##</i>	DOR_094_2021 SOR_016_2024 DMC_112_2019 UMEM_Cabral Catalina_05052024_01 UMEM_Palafox Marichu_07112024_01 UMEM_Palafox Marichu_07112024_02

Format of full file name (Department Order, Special Order, Department Memo Circular): *<Document Type Code>_###_YYYY*
Example (DO, SO, DMC): DORD_094_2021

Format of full file name (Unnumbered Memorandum): *<Document Type Code>_<Last Name> <First Name >_mmddyyy_##*
Example (Unnumbered Memorandum): UMEM_Cabral Catalina_05052024_01

TABLE OF APPROVED CODES

Personal Documents

Document Type	Code	Version Indicator
Approved Appointments / Oath of Office	APPT	Effectivity Date / Date of Signing of Appointing Authority
Administrative Case / Civil Case / Decisions	CASE	Date Signed
Certificate of Clearance (Cash Accountability, Property, No Pending Case, Last Salary Paid, Last Day of Work Rendered, Retirement)	CCLR	Date of Certification
Contract of Service	CSVC	Date of Execution
Daily Wage Appointment / Plantilla	DWAP	Date Approved
Employee Leave Card	EELC	Date of Filing
GSIS Forms (Retirement Record, Information for Membership)	GSIS	Date Signed
Memo (Designation, Directive)	MEMO	Date of Issuance / Date of first day of training (if there is no issuance date indicated)
Memorandum Receipt for Equipment	MREQ	Date Received
Notice of Salary Adjustment	NOSA	Date of Issuance
Notice of Salary Increase	NOSI	Date of Issuance
Position Description Form	PODF	Date Approved by Appointing Authority
Personal Data Sheet	PEDS	Date Accomplished by Employee
Statement of Assets, Liabilities, and Net Worth	SALN	As-of Date
Service Records	SVCR	Date of Certification
Training Certificates / Ratings	TRNG	Date of Issuance
Leave Application (Terminal Leave only)	TRML	Date of Filing
Travel Directive / Certificate of Appearance	TRVL	Date of Issuance / Date of first day of appearance (if there is no issuance date indicated)
Authority to Travel for Personal Reason	TRVL	Date of Issuance

Department Issuances

Document Type	Code	Version Indicator
Department Order	DORD	Date of Issuance
Special Order	SORD	Date of Issuance
Department Memorandum Circular	DMCR	Date of Issuance
Unnumbered Memorandum	UMEM	Date of Issuance