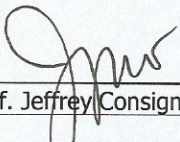


|   |   |
|---|---|
| Procedure No:                           | ADM-PROC-0006   |
| Procedure Title:                        | Transfer of Personnel Procedure   |
| Related Policy:                         | ADM-POL-0006 Movement of Personnel Policy   |
| Date of Issuance:                       | S.Y. 2010   |
| Effectivity:                            | S.Y. 2009 to present  |
| Page Number:                            | Two (2)   |
| Office of Origin:<br>(Procedure Expert) | Human Resources Department  |
| "Supersedes" Notification:              |   |
| Procedure Description:                  | The procedure defines and enumerates the steps in the transfer of personnel in the Colegio.   |
| Areas of Responsibility:                | Director of the Human Resources Department  |
| Procedure Details:                      | <p><b>Department Initiated Transfer</b></p> <p>Step 1. The Department Head submits a Letter Requesting for the Transfer of an Employee addressed to the HRD Head, noted by the Division Head. The letter contains the following information:</p> <ul style="list-style-type: none"> <li>o Reason/s for transfer</li> <li>o Possible department which may accept the employee</li> <li>o What to do with the vacated position</li> <li>o Recommended effectivity of transfer</li> </ul> <p>Step 2. The HRD Head conducts a study of the possibility of transfer.</p> <p>Step 3. The HRD Head endorses the transfer to the Rector and President.</p> <p>Step 4. Upon approval of the Rector and President, the HRD Office facilitates the accomplishment of Employee Transfer Form.</p> <p><b>Employee Initiated Transfer</b></p> <p>Step 1. The Employee who wishes to be transferred submits a letter addressed to his Department Head stating his reason/s for transfer.</p> <p>Step 2. The Department Head recommends the transfer to the HRD Head, noted by the Division Head.</p> <p>Step 3. The HRD Head conducts a study of the possibility of transfer.</p> <p>Step 4. The HRD Head endorses the transfer to the Rector and President.</p> <p>Step 5. Upon approval of the Rector and President, the HRD Office facilitates the accomplishment of Employee Transfer Form.</p> <p>Step 6. The HRD Office updates the master file.</p> |
| Procedure Approval Authority:           | Director of the Human Resources Department<br>Transfer of Personnel Form  |
| References:                             | Employee Manual 2009  |
| Definition:                             |   |
| Help Page:                              | Human Resources Department  |
| Prepared by:                            | Planning, Funding and Development Office  |
| Approved by:                            | <br>_____<br>Asst. Prof. Jeffrey Consignado  |
| Date of Approval:                       |   |

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.