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: Human Resources Department

"Supersedes" Notification: 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:

**Department Initiated Transfer**

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:
- Reason/s for transfer
- Possible department which may accept the employee
- What to do with the vacated position
- Recommended effectivity of transfer

Step 2. The HRD Head conducts a study of the possibility of transfer.

Step 3. The HRD Head endorses the transfer to the Rector and President.

Step 4. Upon approval of the Rector and President, the HRD Office facilitates the accomplishment of Employee Transfer Form.

**Employee Initiated Transfer**

Step 1. The Employee who wishes to be transferred submits a letter addressed to his Department Head stating his reason/s for transfer.

Step 2. The Department Head recommends the transfer to the HRD Head, noted by the Division Head.

Step 3. The HRD Head conducts a study of the possibility of transfer.

Step 4. The HRD Head endorses the transfer to the Rector and President.

Step 5. Upon approval of the Rector and President, the HRD Office facilitates the accomplishment of Employee Transfer Form.

Step 6. The HRD Office updates the master file.

Procedure Approval Authority: Director of the Human Resources Department
References: Employee Manual 2009

**Definition:**

Help Page: Human Resources Department
Prepared by: Planning, Funding and Development Office

Approved by: Asst. Prof. Jeffrey Consignado

Date of Approval: