Procedure No: ADM-PROC-0018
Procedure Title: Promotion Procedure
Related Policy: ADM-POL-0005 Performance Management Policy
Date of Issuance: S.Y. 2009-2010
Effectivity: S.Y. 2009-2010 to present
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Office of Origin: Human Resources Department

Procedure Description: This procedure is designed to outline the requirements, process and superiors involved in the Promotion of employees.

Areas of Responsibility: Human Resources Department (HRD)

Procedure Details:

**Periodic Promotion (Conducted every other year)**

Step 1. The HRD issues a memo calling all employees to update their credentials and submit supporting authenticated documents.

Step 2. The employee encodes updates on his credentials to his intranet account and submits supporting documents to the HRD.

Step 3. The HRD, through the Board of Promotion, evaluates all the updates and supporting documents submitted by an employee.

Step 4. The HRD prepares the individual promotion results of all employees and forwards it to the respective department heads/superiors.

Step 5. The superior discusses the promotion results to his respective subordinates. The employee is also asked to sign the promotion results report.

Step 6. The signed promotion results report is returned to the HRD.

Step 7. The HRD forwards the results of the Promotion to the Payroll Section in order to incorporate the salary adjustments of the promoted employees.

Promotion as a result of Conferment of a Degree

Step 1. Employees who earned additional academic degrees submit supporting documents to the HRD.

Step 2. The HRD evaluates the promotional points earned by the employee.

Step 3. The HRD releases the results of the promotion through the department head of the employee.

Step 4. The superior discusses the promotion results to the concerned employee. The employee is also asked to sign the promotion results report.

Step 5. The signed promotion results report is returned to the HRD.

Step 6. The HRD forwards the signed promotion results to the Payroll Section in order to incorporate the salary adjustments.

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
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