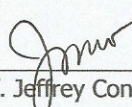


Policy No:	ADM-POL-0006
Policy Title:	Movement of Personnel Policy
Implementation Procedure:	ADM-PROC-0006 Transfer of Personnel Procedure
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	Movement of Personnel is one of the strategies of the management in order to meet the operational demands of the school, maximize the expertise of the person and expose the person to other responsibilities.
Detailed Policy Statement:	<ul style="list-style-type: none"> • There are two types of Movement of Personnel, <ul style="list-style-type: none"> ○ Employee Initiated – The employee signified interest and applied for transfer to a position in another department. ○ Department Initiated – The employee was chosen by a department head or the management to be transferred to another department. • All employees directly hired by the Colegio could be moved to another job position. • No Employee shall be transferred without the approval of the Rector and President. • An Employee shall only be transferred to a position of equivalent rank to his present position. • The HRD Office shall be tasked to facilitate an Employee's transfer including the processing of the Transfer Form.
Applicability:	All employees directly hired by the Colegio could be moved to another position and or office.
Policy Approval Authority:	Human Resources Department
Related Policies or References	Employee Manual 2009 Transfer Form
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval	January 30, 2012

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