(PHILIPPINES OFFICE – MANILA)

**PERSONNEL ACTION FORM**

|  |  |  |
| --- | --- | --- |
| NAME: | COMPANY: | DATE ORIGINATED: |
| POSITION: | DEPARTMENT: | DATE EFFECTIVE: |

|  |  |  |
| --- | --- | --- |
| ACTION | FROM | TO |
| Appointment    Completion of Probationary period    Extension of Probationary Period    Promotion    Reclassification    Transfer    Annual Review    Salary Adjustment    Resignation    Re-hired    Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| REMARKS |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **APPROVAL** | |  |
| PRESENT DEPARTMENT MANAGER  **JEN EUNICE V. BALBAS**  ARCHITECT IN-CHARGE | FORMER DEPARTMENT MANAGER | DIRECTOR  CARMELITA E. CATUBAY  PRESIDENT | DEPUTY MANAGING  DIRECTOR MANAGING DIRECTOR |

ACTION COMPLETED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_