



Abraham Holdings, Inc.

## RECOMMENDATION FOR EMPLOYEE MOVEMENT

NAME: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

PROPERTY/DEPT: \_\_\_\_\_ CURRENT POSITION: \_\_\_\_\_

*Type of Movement:*

- ☐ Permanency                      ☐ Transfer                      ☐ Competency Pay Increase  
☐ Demotion                      ☐ Additional Allowance                      ☐ Level Upgrading  
☐ Trial Promotion to \_\_\_\_\_ ☐ Off-Season Salary Adjustment  
☐ Confirmation of Position to \_\_\_\_\_  
☐ Change of Position Title / Re-designation to \_\_\_\_\_  
☐ Other reasons/comments \_\_\_\_\_

*Effectivity of Movement (Minimum of 2 weeks after filing date) :* \_\_\_\_\_

Recommended by:	Approved by:	Noted by:
<b>IMMEDIATE SUPERIOR</b>	<b>PROPERTY MANAGER / DEPT. HEAD</b>	<b>COO / VP</b>

*Note: Kindly ensure that the following documents are attached prior to submission of recommendation to HRD. Incomplete attachments will not be accepted.*

ATTACHMENTS	PERMANENCY	TRIAL PROMO	CONFIRMATION OF POSITION	COMPETENCY PAY INC.	OFF-SEASON ADJUSTMENT	TRANSFER/RE DESIGNATION	DEMOTION	LEVEL UPGRADING	OTHER ADJUSTMENTS
1. Latest Performance Appraisal U&Aed by employee w/ attached work output	✓	✓	✓	✓	✓		✓	✓	✓
2. SOFA/SODIS	✓								
3. Training Program		✓							
4. Training Assessment			✓						
5. Latest organizational structure approved by the CEO		✓				✓	✓	✓	
6. JD/JS or Position Charter for new positions		✓							
7. Proof/justification of additional competency				✓					
8. KB Assessment			✓						
9. Justification							✓	✓	✓
10. Discipleship: transformation of lives within employee's sphere of influence; mentoring of subordinates					✓				
- Beingness/Character: accomplishment of personal transformation goals					✓				
11. Personnel Requisition Form (PRF)		✓				✓	✓		
12. Water Baptism Date (for Supervisory/Managerial Promotion)			✓						