

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REVERT TO PREVIOUS POSITION	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-014
TO :	BRANCH MANAGERS, AREA MANAGERS, REGIONAL MANAGER	JANUARY 05, 2016

OBJECTIVE:

1. To provide guidelines on reverting employees to his/her previous position should he/she fails to achieve performance standards on the new position.
2. To ensure that standard implementation of procedures to revert employees position.

POLICY:

1. Employee who wishes to revert to his/her previous position must submit a voluntary request letter to the Branch Manager, duly noted by his/her Area Manager.
 - 1.1 For Branch Manager (BM) & Area Manager (AM)-Regional Manager and Operations Manager shall review request to revert from previous position.
 - 1.2 For Regional Manager- There will be no revert to previous position unless it will be the management initiative to approve such request.
2. It is the management's discretion to approve or disapprove such request.
 - 2.1 In the event of reorganization, the management may recommend revert to previous position to employee provided it will be voluntary and mutually benefiting to employee as well.
3. Revert to previous position upon evaluation of Area Manager/Regional Manager shall not apply in cases of:
 - 3.1 Gross Negligence on the part of employee.
 - 3.2 Employee with major violations on policies and procedures.
 - 3.3 Employees with unjustifiable poor performance.
4. Any Discretionary Allowances will be discontinued for employees who will recommend for revert from previous position.

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PROCEDURE:

1. Lateral Revert of Position

1.1 Branch Manager

- 1.1.1 On Lateral Revert of Position, Branch Manager must review performance of the employee to ensure that the new position will fit to the job requirements and performance standard.
- 1.1.2 In the event that the employee will not meet the performance standard, the Branch Manager may recommend the employee to revert to his original position.
- 1.1.3 The Branch Manager should discuss performance to the employee and both must agree on the condition to revert to previous position.
- 1.1.4 Letter of request must be submitted by the Branch Manager to Area Manager for review.

1.2 Area Manager

- 1.2.1 After reviewing the recommend letter, Area Manager will endorse the request letter to Regional Manager for acknowledgement.

1.3 Regional Manager

- 1.3.1 Regional Manager will submit the recommendation to the HR assign employee and HR Manger for final evaluation.

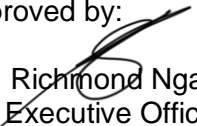
2. Promoted Positions Revert to Previous Position

- 2.1 Credit Supervisor & Branch Cashier-Branch Manager should carefully evaluate performance of the employee.

- 2.1.1 If the employee fails to meet the expected performance, but the BM can assess and justify that the employee is more effective on his/her previous position, the BM can recommend the said employee to be reverted to his/her previous position.

- 2.2 Branch Manager - Area Manager should carefully evaluate performance of the employee.

- 2.2.1 Through the recommendation of Area Manager, The Regional Manager will review if a Branch Manager will be considered to be reverted to previous position otherwise this will mean end of employment of the said employee with due notice to transition his/her accountabilities.

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2.3 Area Manager – Regional Manager should carefully evaluate performance of the employee.

2.3.1 Through the Recommendation of Regional Manager, The Operation Manager/Management will review if a Area Manager will be considered to be reverted to previous position otherwise this will mean end of employment of the said employee with due notice to transition his/her accountabilities.

2.3 Regional Manager/Operation Manager performance evaluations.

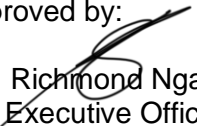
2.3.1 Management (Operation Support/ HR Manager) will review if can be considered to be reverted to previous position otherwise this will mean end of employment of the said employee with due notice to transition his/her accountabilities.

4. Upon receipt of EAN, employee must sign on the receipt portion of EAN and Area Manager must forward Scanned copy to HRD-Movement for filing and documentation.


5. Failure to submit receiving copy will be subject for disciplinary action.

6. Form Explanation

- 4.1 Requested by : Name of Requesting Manager (Commonly Area Manager)
- 4.2 Confirmed by : Name of Approving Manager (Commonly Regional Manager)
- 4.3 Date of Request: Indicates the actual date of request.
- 4.4 Name : Indicate the name of employee(s) who will be transferred.
- 4.5 Branch : Indicate employee's originating Company and Branch
- 4.6 Position : Indicate employee's Current Position
- 4.7 Movement Request: Check the column that corresponds to the type of movement (Change Position, Branch Transfer, Salary Increase)
- 4.8 Movement Recommendation: Indicate employee's new position to handle.
- 4.9 Effective date: Indicate date of transfer. (Transfer should be every 6th and 21st)
- 4.10 Reason for Movement: Indicate justification for employee's transfer.
- 4.11 Acknowledged by: Ensure signature of employee(s)
- 4.12 Recommended by: Area Manager's signature over printed name
- 4.13 Approved by: Regional Manager's signature over printed name

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Annex A



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MOTORS PHILIPPINES INC.

EMPLOYEE MOVEMENT REQUEST

REQUESTED BY : _____ Printed Name / Signature (Area Manager)
 CONFIRMED BY : _____ Printed Name / Signature (Regional Manager)
 DATE OF REQUEST : _____

No	Name of Employee/s	Company-Branch	Position	Movement Request (Please check type of movement)			Movement Recommendation (TRANSFERRED TO:)	Effective Date	Reason for Movement	Acknowledged by: (Employee's Signature)
				Change Position	Branch Transfer	Salary Increase				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Recommended by: _____
 Area Manager's Signature over Printed Name

Approved by _____
 Regional Manager's Signature over Printed Name

-----To be filled up by HR Department Only-----

Remarks: _____

REVIEWED BY: _____
 HR ASSOCIATE

APPROVED BY: _____
 HR MANAGER

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