

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	BRANCH TRANSFER	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-011
TO :	BRANCH MANAGER, AREA MANAGER, REGIONAL MANAGER	JANUARY 05, 2016

OBJECTIVE:

1. To provide specific guidelines on employees branch transfer.
2. To ensure that branch transfer of employees are documented and procedures are strictly observed.

POLICIES:

1. The company allows movement/transfer of employees to efficiently manage manpower allocation as needed by the business. Thus, it is a policy that movements of employee should be documented, with justifiable reason and approval.
 - 1.1 Employee can initiate branch transfer but it is the management's discretion to approve such request depending on the business needs.
 - 1.2 Management may require any employee to be transferred in other branch as needed.
2. "No Employee Action Notice (EAN), No Movement" any manager or employee who is scheduled for transfer should have an EAN issued by Human Resources Department.
 - 2.1 In case of immediate movement, a notice/authorization will be issued by HRD and employee action notice shall follow the 6th and 21st cut off.
3. Headcount complement must be considered prior branch transfer. Thus managers must consider that branch transfer should not deprive or affect employee's salary in the event of transfer.
4. Employee who will transfer from one branch to another is not required for any salary adjustment.
5. Request of dislocation allowance due to transfer of location will be subject for approval of the management.
6. Branch Transfer to affiliated company is highly discouraged but in cases that the business would require such transfer:
 - 6.1 For Temporary Branch Transfer- this shall only cover a maximum of 3 months.

Prepared by:  Mark Enorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 01, 2016	Page 1 of 7
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6.2 For permanent branch transfer to Affiliated Company, employee must fill up (PMRF Form) Philhealth, (RTMRLD Form) Pag-Ibig and (R1-A Form) for employer copy to give an update of their employment record for contributions purposes and benefits update.

7. Branch Transfer should be planned. Consolidated employee movement should be submitted every end of the month and Employee Action Notice shall be released within the First Week of the following month.

8. Immediate transfer of employee to another branch will be considered provided with justification from Area Manager. and duly approved by the Regional Manager.

8.1 Authority to transfer will be issued to the employee to facilitate transfer. Thus Official transfer will be duly noted by Employee Action Notice every First Week of the month.

PROCEDURE:

1. Voluntary Transfer of Employee

1.1 Employee

1.1.1 Submit intent letter of transfer to another branch. Indicate reason of the request.

1.2 Branch Manager

1.2.1 Evaluate reason for transfer and endorse to Area Manager for review and approval.

1.3 Area Manager

1.3.1 Review the reason of transfer and validate if transfer to another branch will be possible as to headcount complement requirements of the business.

1.3.1.1 For Inter Area Branch Transfer, Area Manager must coordinate to the respective Area Manager if there will be needed headcount to facilitate transfer.

1.3.1.2 If Branch transfer to other area will be possible, both area manager must approved on the request

1.3.1.3 Endorse to Regional Manager for approval.

1.4 Regional Manager

1.4.1 Review movement and endorse Human Resources Department c/o employee movement upon approval.

Prepared by:  Mark Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 01, 2016	Page 2 of 7
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1.5 Approved Requests should be forwarded to Human Resources Department c/o HR Employee Movement.

1.5.1 For Rank and File Position- Area Manager should submit approved request

1.5.2 For Branch Manager to Area Manager Position/Regional Manager must submit request

1.5.3 For Regional Manager and Operations Manager- Management's Approval

1.6 Approved request of voluntary transfer must follow the schedule date of transfer based on this policy.

2. Mandatory Transfer of Employee

2.1 Branch Manager

2.1.1 In case that there will be a need to transfer an employee to another branch, inform the Employee at least 1 week to facilitate proper turnover of accountabilities

2.1.2 Endorse branch Transfer Letter to Area Manager for acknowledgement.

2.2 Area Manager

2.2.1 Acknowledge Branch Transfer Letter and review if will be possible as to headcount complement requirements of the business

2.2.2 Fill out Employee Movement Request--EMR (See annex A) acknowledged by the employee and must be duly noted by the Regional Manager.

2.3 Regional Manager

2.3.1 Review and Acknowledge and endorse to Human Resources Department upon approval

2.3.1.1 Approved EMR should be forwarded to HR Employee Movement copy furnished Operations Support and HR Manager.

2.3.1.2 Approved EMR will be issued by corresponding Employee Action Notice by HRD.

Prepared by:  Mark Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 01, 2016	Page 3 of 7
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2.4 Receiving copy of employee action notice must be returned immediately to HR Employee Movement via email and hard copy must be transmitted to HRD for documentation purpose.

2.5 Disapproved employee movement will be notified via email for review and further justification.

3. Immediate Transfer

3.1 Branch Manager

3.1.1 In the event that there will be an immediate need to transfer employee, notify the employee at least 3 days prior to the actual date of transfer.

3.1.2 Endorse a capable employee for an immediate transfer duly acknowledge by Area Manager.

3.1.3 Immediate transfer may be the management's decision to sustain urgency of manpower in order to support business needs.

3.2 Area Manager

3.2.1 Acknowledge Branch Transfer Letter and review if will be possible as to headcount complement requirements of the business

3.2.2 Fill out Employee Movement Request--EMR (See annex A) acknowledged by the employee and must be duly noted by the Regional Manager.

3.3 Regional Manager

3.3.1 Review and acknowledge and endorse Human Resources Department upon approval

3.3.1.1 Approved EMR should be forwarded to HR Employee Movement copy furnished Operations Support and HR Manager.

3.3.1.2 Approved EMR will be issued by corresponding Employee Action Notice by HRD.

3.4 HRD will provide notice to the employee about his/her Transfer through Employee Action Notice as Confirmation of his/her official Transfer.

3.5 Regional Manager shall consolidate and return the Receiving Copy of Employee Action Notice to HR Employee Movement every 2nd week of the month.

Prepared by:  Mark Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 01, 2016	Page 4 of 7
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4. Form Explanation

Strictly observe proper filling out of the employee movement request


PARTICULAR

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 employees new branch assignment, This will only apply to branch transfer.
- 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

Prepared by:  Mark Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 01, 2016	Page 5 of 7
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Annex A



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 <small>(Please check type of movement)</small>			Movement Recommendation <small>(TRANSFERRED TO:)</small>	Effective Date	Reason for Movement	Acknowledged by: <small>(Employee's Signature)</small>
				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

Prepared by:  Mark A. Enorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 01, 2016	Page 6 of 7
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Prepared by:  Mark Tenorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 01, 2016	Page 7 of 7
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