

	<h1>Change of Status Form</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-05.02
	Department: Human Resource	Effective Date: July 26, 2018	Revision No 0

 	<h1>CHANGE OF STATUS FORM</h1>		DOCUMENT NO:	FM-SS-05.02																					
			EFFECTIVE DATE:	July 23, 2018																					
			REVISION NO:	0																					
			DEPARTMENT:	Human Resource																					
Employee Name: _____ Date Prepared: _____ Department: _____ Branch: _____																									
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GUIDELINES: <p>Immediate superior prepares the form and attaches necessary documents for any proposed changes.</p> <p>All proposed action shall be discussed with HR/SBU for proper implementation of policy/or guideline. Affected employee must not be informed of pending classification until such action have been formally approved by the required levels of management</p> <p>Approved status form shall be forwarded to HR Services.</p> <p style="text-align: right;">Distribution of copies - HRD - Employee</p>																									

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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