

## Change of Status to Probationary

---

Provisional Appointment shall be limited to a period of ninety (90) days. Bureau of Public Service System (BPSS) shall announce the vacancy and Director of BPSS shall then conduct examination and certify and provide eligibility list. Department shall process change of status from provisional to probationary as soon as Director of BPSS certify and issue eligibility list. Use the Procedure checklist to ensure that you provide documents and information required for the Change of Status from provisional to probationary process.

### CHANGE OF STATUS TO PROBATIONARY CHECK LIST

- Personnel Action – Type of Action is Change of Status (sample attached)
- Copy of the eligibility list



**PERSONNEL ACTION FORM  
GOVERNMENT OF THE REPUBLIC OF PALAU**

ROP-PERS-002

1. Name: (Last, First, Middle)	2. Birth Date:	3. Service Computation Date:	4. Employment Status:
--------------------------------	----------------	------------------------------	-----------------------

5. Type of Action:	6. Authority:	7. Requested Effective Date: _____
		8. Effective Date: _____

9. From Code #		To Code #
	Title Grade Level and Step Biweekly Official Base Salary Department Ministry Duty Station	

10. Requested By:	11. Social Security Number:
1. Requesting Official: _____ Date: _____ 2. Bureau Head: _____ Date: _____ 3. Appropriate Management Official _____ Date: _____	12. Account Number: Non-Lapsing <input type="checkbox"/> Lapsing <input type="checkbox"/> 13. Certification of Availability & Type of Funds: _____ Director, Bureau of Budget & Planning _____ Date _____

14. Remarks: \_\_\_\_\_

15. Approved By:

1. Director, Bureau of Public Service System _____	Date: _____
2. Minister of Administration _____	Date: _____
3. President, Republic of Palau _____	Date: _____

**(As Appropriate)**

16. Resignation (To be completed by employee)

I resign for the following reason(s): \_\_\_\_\_

The effective date of my resignation will be: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**17. DISTRIBUTION: Original - Personnel Office; 2nd Copy - Payroll Section; 3rd Copy - Employee; 4th Copy - Department**