

Promotion w/out Examination

Department head may fill a vacant position within his/her department by promoting any regular employee *in* the same bureau, division, or unit **without vacancy and examination** if the employee meets the minimum qualifications of the position which he/she is to be promoted. Use the Procedure checklist to ensure that you provide documents and information required for the Promotion action process.

PROMOTION w/out EXAMINATION CHECK LIST

- Personnel Action – Type of Action is Promotion (sample attached)
- Position Description of the position being promoted to (signed by department head, supervisor and the applicant)
- Acknowledgment and Agreement form (signed by both supervisor and applicant)
- Employee's credentials (school transcript or copy of diploma/degree, certificates, etc.)
- Employee promoted meets all qualification standards for the position involved
- Covering request letter/memo from the Department Head to Director of Bureau of Public Service to justify the action and request

Take Notes:

- A regular employee who is promoted to another position in the public may be required, at the discretion of the appropriate management official, to serve a new probationary period in his/her new position, but shall be entitled to all the rights and privileges of a permanent employee, except the right to appeal in case of a dismissal from the new position, as distinguished from dismissal from the services, for inefficiency in the new position during his/her probationary period, in which case he/she shall return to his/her former position.
- No employee shall serve a probationary promotion period for more than thirty (30) days.
- The EFFECTIVE DATE of the Promotion shall be the NEW SERVICE ANNIVERSARY DATE for the promoted employee.



**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: _____	12. Account Number: Non-Lapsing <input type="checkbox"/>	
2. Bureau Head: _____	Date: _____	Lapsing <input type="checkbox"/>	
3. Appropriate Management Official _____	Date: _____	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 Finance _____	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