

## Provisional Appointment

Based on the need of the government, Department shall initiate Provisional Appointment Action where there is no appropriate eligible list provided. Such provisional appointment must be of a person who meets the qualification standards of the position. Use the Procedure checklist to ensure that you provide documents and information required for the Provisional Appointment process.

### PROVISIONAL APPOINTMENT CHECK LIST

Written statement by the Authorized Management Official (AMO)/Minister indicating the appointment is:

- Critical and/or necessary for the best interest of the government and the general public.
- Immediate need for the position to be filled, and if such action is not taken, there will be distraction of services to the Ministry and/or the public.
- There is no other person within the organization that can undertake the roles and responsibilities of the position.
  
- Personnel Action – Type of Action is Appointment with an NTE (Not to Exceed) 90 Days (sample attached)
- Position Description of the position being filled (signed by department or bureau head, supervisor, and applicant)
- Department Organizational Chart – this ORG Chart should show that the position being filled exist within the Bureau/Division/Unit and is indeed vacant.
- Acknowledgment and Agreement form (signed by both supervisor and applicant)
- Applicant's application with all his/her credentials (official school transcript or copy of diploma/degree, certificates, etc.)
- Applicant's copy of Social Security card and copy of either birth certificate or any ID
- All initial appointment shall be made at step one (1) of the appropriate Grade Level; unless for the purpose of hiring of professional and technically trained person, in which case, appointment may be allowed at succeeding steps but not beyond fifth (5) step. In this case, a justification and request letter addressed to Director of BPSS to justify the requested step above step one (1).
  
- Approval of the President if the provisional appointment is for new position
- Person appointed meets all qualification standards for the position involved.



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: 12. Account Number: Non-Lapsing Lapsing 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