

## Transfer/Promotion w/out Examination

Department head may fill a vacant position within his/her department by promoting any regular employee ***from other*** bureaus, divisions or units (within the same Ministry) ***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 Transfer/Promotion action process.

### TRANSFER/PROMOTION w/out EXAMINATION CHECK LIST

- Personnel Action – Type of Action is Transfer/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.)
- TRANSFER - copy of employee's two (2) week notice given to the losing supervisor or department prior to effecting a transfer
- Covering request letter/memo from the Department Head to Director of Bureau of Public Service to justify the action and request
- Employee promoted meets all qualification standards for the position involved

#### Take Notes:

- Transfer Promotion without vacancy announcement is only allowed within one Department (Ministry).
- 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
2. Bureau Head: Date
3. Appropriate Management Official Date
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 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