

## PROCEDURE IN PROCESSING REQUEST FOR REASSIGNMENT/SWAPPING

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	<b>SUBMISSION OF DOCUMENTS FOR THE REQUEST FOR REASSIGNMENT OR SWAPPING</b>	Memorandum/Endorsement of the request for reassignment/swapping	Office where the Employee requesting for Reassignment/Swapping is currently assigned	Memorandum
		Memorandum signed by the employee stating the reason/s of the request for reassignment for the approval of the Head of Releasing Office	Employee requesting for Reassignment	Memorandum
		Memorandum signed by the employee stating the reason/s of the request for reassignment for the approval of the Head of Receiving Office		Memorandum
		Conformity Slip must be filled out correctly; signed by the Head of the Releasing Office and Head of the Receiving Office		Conformity Slip
		Unit Clearance must be signed by the authorized personnel and Head of the Releasing Office		Unit Clearance
		Agreement (for swapping only)		Memorandum

2	<b>CLEARANCE/RECORDS CHECK RESULT FROM IIS AND IAS</b>	HRMS will prepare and submit memorandum re: request for clearance from the concerned Offices.	BAM	Memorandum
3	<b>PROCESSING OF REQUEST</b>	<p>Upon receipt of clearances and complete requirements, HRMS will prepare the Agency Order to be approved and signed by DG, PDEA</p> <p><i>If submitted documents are incomplete, HRMS prepares memorandum to reiterate submission of lacking requirements to fully process the request.</i></p>	BAM	IAS Clearance IIS Clearance Agency Order
4	<b>APPROVAL</b>	Approval and signing of Agency Order	Director General, PDEA	Approved Agency Order
5	<b>DISSEMINATION</b>	Upon receipt of approved Agency Order from ODG, HRMS will disseminate photocopy of the Agency Order to the concerned Office/s. Soft copy is also being sent to the official email address of the concerned Offices	BAM KIM BUBOY	Approved Agency Order

**HRMS Direct Line : 8920-3760**

**HRMS Local : 128, 140**

**PDEA Trunkline : 8927-9702**

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