

Schedule 13

Promotion Form

A. Employee Details

1. Name :-
2. EMP ID No. :-
3. Date of Birth :-
4. Position Title and Level :-
5. Office Attached :-
6. Date of appointment :-
7. Date of Last Promotion :-
8. Date of SPECIAL LEAVE availed (If any) :-
9. Date of Long Term Study (if any) :-

B. Education

Name of School/College/Institute	Location & Country	Field of Study	Subjects	Duration		Degree/diploma/Certificate Obtained
Research/Publications:						
Title		Date	Purpose			

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C. Employment History

Agency/Dept/Division/Unit	Position Title & Level	Period		Place of Posting	Office Order No. & Date
		From	To		

D. Performance Evaluation Report

Year	Improvement Needed	Good	Excellent	Exceeds Expectations

Promotion Recommended To:-

1. Position Title and Level :-
2. Pay Scale :-

Information verified by the HR Manager/HR GM

Date: -

Signature
Name and Position

Approved by the CEO

Date: -

Signature
Name and Position