

 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b> 24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<b>ADMINISTRATIVE MANUAL</b>	<b>Class Code: D</b>
		Reference Code:
	<b>Chapter 11: Employee Development</b>	<b>OM-ADM-11.0</b>
		Revision Number:
		<b>00</b>
		Date: Effective
		<b>Nov. 20, 2018</b>
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## **1101 PROMOTIONS**

### A. General

The Company shall offer its employees suitable opportunities for career development and advancement.

### B. Vacant Position

A listing of vacant or newly created positions shall be made available to all officers and employees of the Company for the purpose of inviting applications from qualified employees within the Company.

The job posting shall specify the title, salary, job description and qualification requirements of the position.

### C. Eligibility

A candidate for promotion shall have rendered continuous service for at least one year in his/ her present position and should have received a rating of at least **very satisfactory** in the last two consecutive performance rating.

### D. Approval of Promotion for Regular Employees

With the recommendation of the supervisor, the Department Head- Division Head shall submit a list of qualified employees to the President who shall choose the candidate for a vacant or newly created position. The President may recommend to Executive Committee for temporarily designate a candidate to fill in a vacant or newly created position prior to promotion in order to evaluate the suitability of the candidate for the position.

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E. Approval of Promotion for Officers

With the recommendation of the General Manager, the President or the members of the Executive Committee shall have the option to screen candidates for officer level position. They shall collectively select the most suitable candidate for the position.

1. Transfer

The transfer of supervisory level and above position from unit to another shall be approved by the Board of Directors. For the position below supervisory shall be approved by the Executive Committee to be submitted for notation of the Board. All approved transfer shall be covered by a Special Order.

2. Temporary Designation

An officer or employee, who is temporarily designated to another position within the company for a minimum of thirty (30) calendar days, shall not be entitled to the rights, privileges and allowances of that position unless approved by the Board. All approved temporary designations shall be covered by a Special order issued by the President or the Board of Directors.