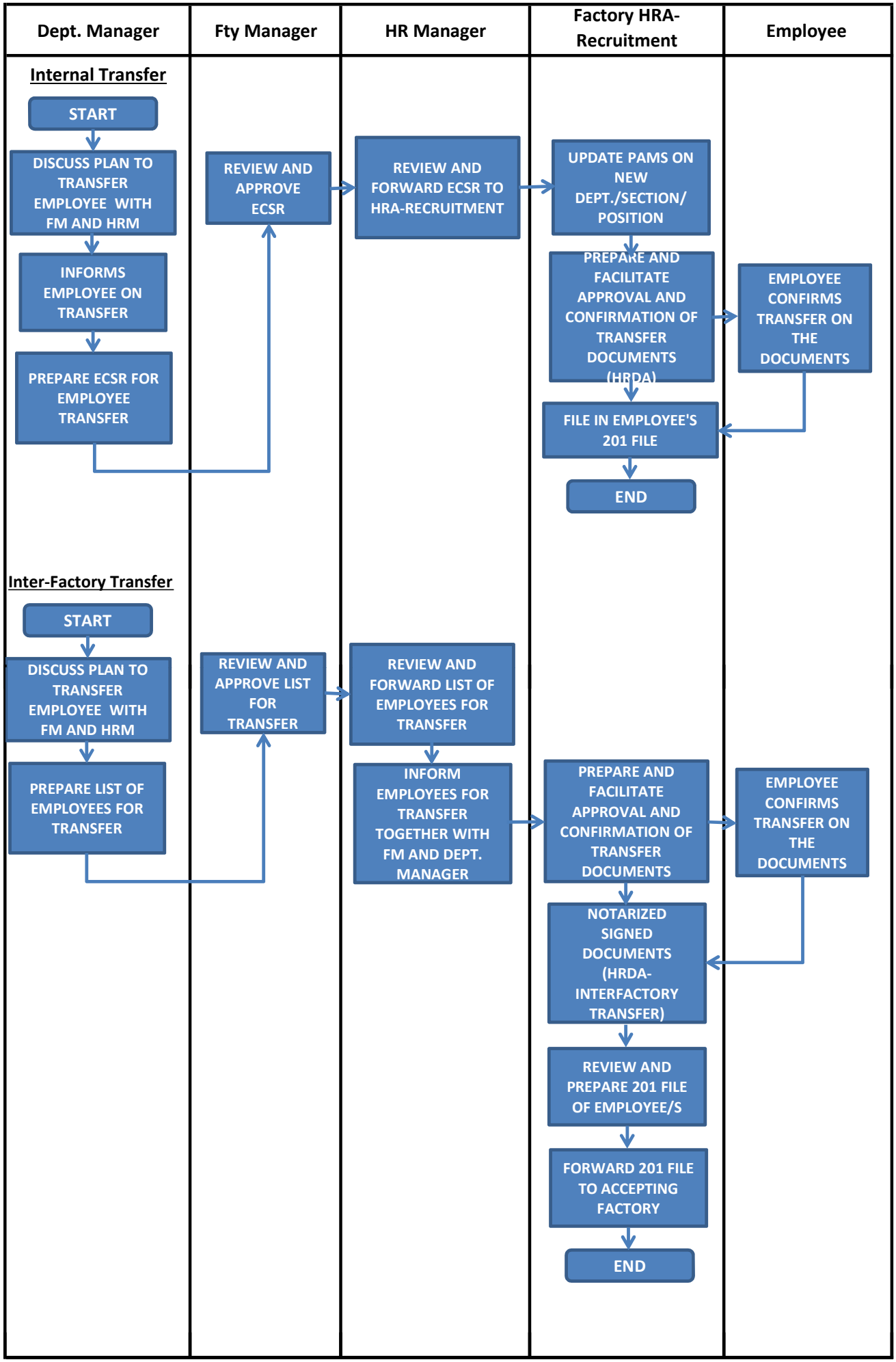
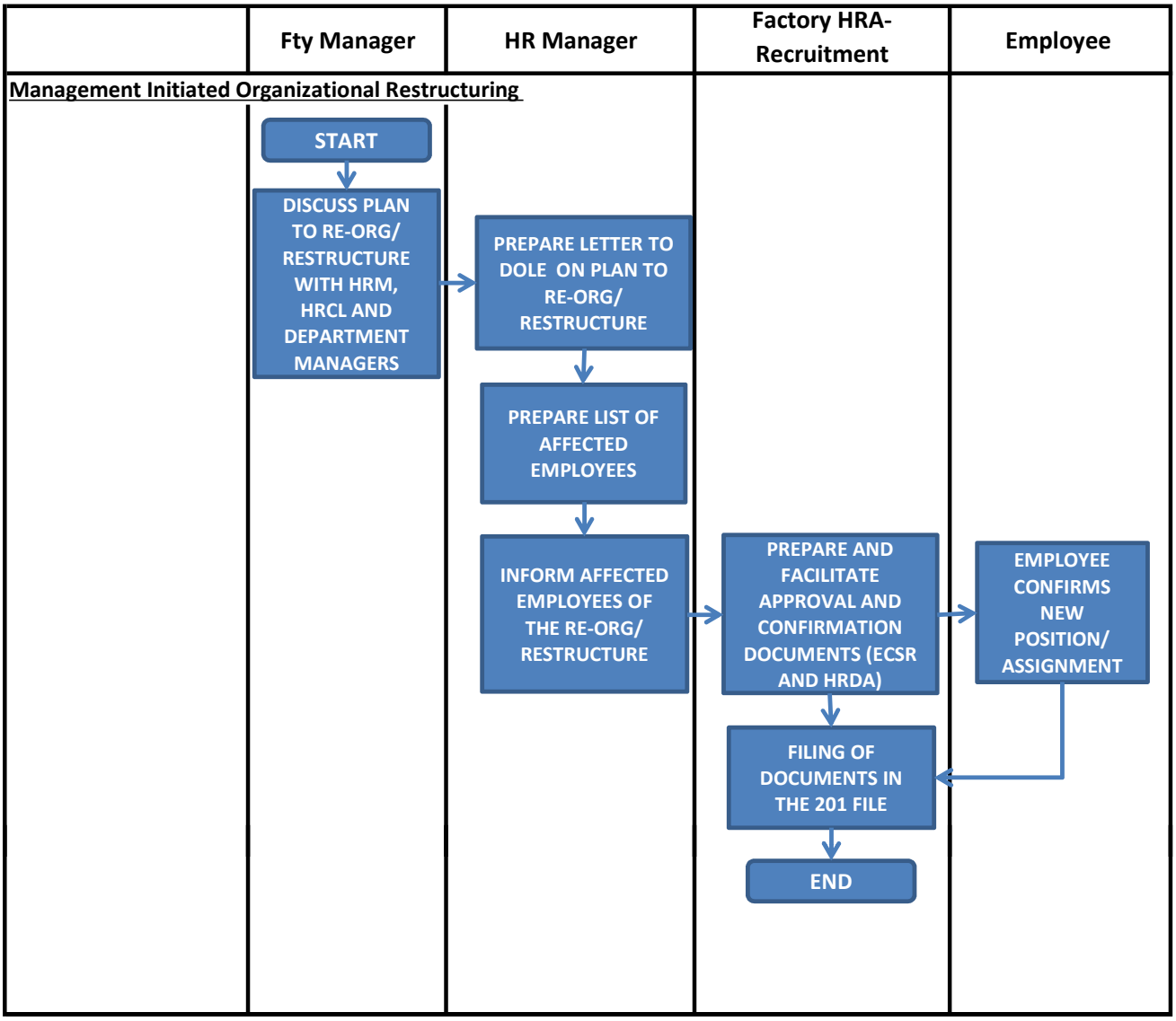

Dept. Manager
Fty Manager
HR Manager
Factory HRA-Recruitment
Employee
Internal Transfer
START
DISCUSS PLAN TO TRANSFER EMPLOYEE WITH FM AND HRM
INFORMS EMPLOYEE ON TRANSFER
PREPARE ECSR FOR EMPLOYEE TRANSFER
REVIEW AND APPROVE ECSR
REVIEW AND FORWARD ECSR TO HRA-RECRUITMENT
UPDATE PAMS ON NEW DEPT./SECTION/ POSITION
PREPARE AND FACILITATE APPROVAL AND CONFIRMATION OF TRANSFER DOCUMENTS (HRDA)
EMPLOYEE CONFIRMS TRANSFER ON THE DOCUMENTS
FILE IN EMPLOYEE'S 201 FILE
END
Inter-Factory Transfer
START
DISCUSS PLAN TO TRANSFER EMPLOYEE WITH FM AND HRM
PREPARE LIST OF EMPLOYEES FOR TRANSFER
REVIEW AND APPROVE LIST FOR TRANSFER
REVIEW AND FORWARD LIST OF EMPLOYEES FOR TRANSFER
INFORM EMPLOYEES FOR TRANSFER TOGETHER WITH FM AND DEPT. MANAGER
PREPARE AND FACILITATE APPROVAL AND CONFIRMATION OF TRANSFER DOCUMENTS
EMPLOYEE CONFIRMS TRANSFER ON THE DOCUMENTS
NOTARIZED SIGNED DOCUMENTS (HRDA-INTERFACTORY TRANSFER)
REVIEW AND PREPARE 201 FILE OF EMPLOYEE/S
FORWARD 201 FILE TO ACCEPTING FACTORY
END


Fty Manager
HR Manager
Factory HRA-Recruitment
Employee
Management Initiated Organizational Restructuring
START
DISCUSS PLAN TO RE-ORG/ RESTRUCTURE WITH HRM, HRCL AND DEPARTMENT MANAGERS
PREPARE LETTER TO DOLE ON PLAN TO RE-ORG/ RESTRUCTURE
PREPARE LIST OF AFFECTED EMPLOYEES
INFORM AFFECTED EMPLOYEES OF THE RE-ORG/ RESTRUCTURE
PREPARE AND FACILITATE APPROVAL AND CONFIRMATION DOCUMENTS (ECSR AND HRDA)
EMPLOYEE CONFIRMS NEW POSITION/ ASSIGNMENT
FILING OF DOCUMENTS IN THE 201 FILE
END