Department of Social Welfare and Development National Capital Region

FOR

: ALL CENTER/RESIDENTIAL CARE FACILITIES

ALL UNITS/SECTIONS

ALL RPMOs (Pantawid, SLP and RCTSU)

FROM

: THE REGIONAL DIRECTOR

SUBJECT

Process Flow Chart on Handling Request for Reassignment/Transfer of Staff

DATE

August 25, 2017

This is to share with you the approved Process Flow Chart on Handling Request for Reassignment/ Transfer of Staff of Human Resource and Development Section as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

For your information and guidance.

VINCENT AND EW T. LEYSON

mb/MW/WW/dg

