



CHANGE OF GRADE FORM

1. Personal Details

Employee N°:		PIN		Date of Expiry	/ /
Surname:					
Other Name(s):					

(Please use name as in your official documents)

Current Grade		Date:	/ /
Grade of First Appointment:		Date:	/ /
Phone N°:		Email:	

2. Type of Request (Indicate type of request being made by ticking)

Promotion:	<input type="checkbox"/>	Upgrading:	<input type="checkbox"/>	Conversion:	<input type="checkbox"/>	Demotion	<input type="checkbox"/>	Incremental Credit	<input type="checkbox"/>
Indicate Grade Applying for									

Course Details (If request is made as a result of acquisition of additional qualification, indicate the following information)

Additional Qualification		Date	/ /
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Mode of Attendance: (Indicate mode of attendance for additional qualification for which request is being made)

Study Leave With Pay	<input type="checkbox"/>	Leave Without Pay	<input type="checkbox"/>	Full-time combined with job	<input type="checkbox"/>	Sandwich	<input type="checkbox"/>	Part-time (evening)	<input type="checkbox"/>	Part-time (Week-end)	<input type="checkbox"/>	Distance Learning	<input type="checkbox"/>
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(Please attach approval letter)

Signature of Applicant: _____

Date Applied ____ / ____ / ____

3. Recommendation by immediate supervisor:

Additional knowledge / skills can be utilized	<input type="checkbox"/>	Additional knowledge / skills can't be utilized	<input type="checkbox"/>
Current performance satisfactory	<input type="checkbox"/>	Current performance not satisfactory	<input type="checkbox"/>
Application Recommended	<input type="checkbox"/>	Not Recommended	<input type="checkbox"/>
Additional Comments			
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.....			
.....			
Supervisor.....	Date ____ / ____ / ____	Signature:.....	

4. Recommendation by Head of Department: .0

Comments	
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Name Supervisor..... Date ____/____/____ Signature:.....

5. HR Office Use Only:

Head HR

Preliminary Decision: Eligible Not eligible

Recommended: Yes No

Additional Comments (If Any)

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Date of Assessment ____/____/____

Signature: _____

6. CEO's Approval

Request Approved Yes No






Additional Comments (If Any)

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____/____/____
Date of Approval

Signature

Submit a copy of application form duly completed to the HR Office. Attach the following documents:

-  Approval letter for course / programme (If applying for upgrading or conversion)
-  Copy of certificate of additional qualification for which upgrading or conversion is being requested.
-  Copy of current payslip
-  Promotions (all previous appointment, promotion letters, SPA report relevant certificates etc.
-  Certificate of registration with relevant professional body.