

Instructions:

1. Please fill in the following details and submit the same to the Law Department or Office of the Regional Election Director concerned
2. Additional Sheets may be used.

**APPLICATION FOR REQUEST FOR AUTHORITY TO TRANSFER OR DETAIL
CIVIL SERVICE OFFICERS OR EMPLOYEES**

(For the _____ *Barangay* and *Sangguniang Kabataan* Elections)

Name of Personnel	Present Station	Transferred Station	Date of Effectivity of Transfer	Justification of Transfer	Name of Requesting Authority, Position and Name of Agency

CERTIFICATION

I, _____ of _____, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the _____ *Barangay* and *Sangguniang Kabataan* Elections;
- 2) that the request shall not involve promotion or the giving of salary increases, remuneration or privileges during the prohibitive period before the _____ *Barangay* and *Sangguniang Kabataan* Elections which is strictly prohibited without any exception whatsoever; and
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Prepared and Submitted by:

Position & Name of Agency _____

Date: _____