

Instructions:

1. Please fill in the following details and submit the same to the Law Department.
2. Do not attach the individual request submitted by the Requesting Agency.
3. Additional Sheets may be used.

**REGIONAL REPORT ON ACTIONS TAKEN ON THE
REQUESTS FOR AUTHORITY TO TRANSFER OR DETAIL
CIVIL SERVICE OFFICER OR EMPLOYEE AS RECEIVED
BY THE OFFICE OF THE REGIONAL ELECTION DIRECTOR**
(For the _____ *Barangay* and *Sangguniang Kabataan* Elections)

Name of Personnel	Present Station	Transferred Station	Name of Requesting Authority, Position and Name of Agency	Date of Application for Request for Authority	Action Taken (Approved or Disapproved)	Date of Approval or Disapproval of Request for Authority

Prepared and Submitted by:

 Regional Election Director, Region ____

Date: