



SMSA Express Trans. Co., Ltd.

## PERSONAL ACTION

( Form: HRD - 001 )

Date: 01/16/2010

Ver. 002

Owner:

Director, HR

SR. No.: 0355

Name: \_\_\_\_\_

Region: \_\_\_\_\_

Employee No: \_\_\_\_\_

Dept. /Location: \_\_\_\_\_

Date of Joining: \_\_\_\_\_

Effective Date of Action: \_\_\_\_\_

Type of Recommendation: (Please check the box as required and attach the supporting documents)

1. New Hire ☐ Budget ☐ Yes ☐ No

Replacement: Emp. #: \_\_\_\_\_

7. Resignation ☐ Deduction ☐ Yes ☐ No

8. Termination ☐ Termination ☐ Final Exit

2. Grade change ☐ Yes ☐ No

9. Title change ☐ Yes ☐ No

3. Re - Hire ☐ Yes ☐ No

10. Salary Adjustment ☐ Yes ☐ No

4. Merit Increase ☐ Yes ☐ No

11. Transfer ☐ Yes ☐ No

5. Reinstated ☐ Yes ☐ No

Releasing Dept. Head - Name: \_\_\_\_\_ Sig. \_\_\_\_\_

6. Promotions ☐ Yes ☐ No

12. Others, Please specify: \_\_\_\_\_

Employee Details	Existing	New	Remarks
Position:			
Grade:			
City:			
Division:			
Dept./Location:			
	Amount	Amount	
Basic Salary:			
Housing Allowance:			
Transportation Allowance:			
Mobile Allowance:			
Fuel Allowance:			
Total Monthly Salary			
Eligible Incentive Percentage & /or G/L			
Relocation Allowance:			
Others:			

Direct Manager	Dept. Head	Nat'l. Manager Finance	Director - HR	Director - Finance	Managing Director
Signature:	Signature:	Signature:	Signature:	Signature:	Signature:
_____	_____	_____	_____	_____	_____
Date:	Date:	Date:	Date:	Date:	Date:
_____	_____	_____	_____	_____	_____

Distribution

Original: Employee File

Blue: Finance

Yellow: Employee Department

Green: Personnel