

PROCEDURE FLOW NO. : Pri/Perl - 008  
 CORPORATE  
 ORIGINAL PROCEDURE FLOW NO. : Pri/Perl - 041  
 LAST AMENDMENT DATE : 01 June 99  
 POLICY REFERENCE NO. : N.A.

**MANAGEMENT SUCCESSION - Identification & Training**

Activity	Step(s)	Off/Dep	By Whom	Action Required	When
Identification	1	Off/Dep Concerned	Head	Identify the successor - candidate for the position reporting directly to your Off/Dep. (Ranks 10 and higher). Minimum Requirements: Management and leadership capabilities.	When there is no available successor.
	2			Prepare recommendation in the form provided for the purpose.	After successor is chosen.
	3			Forward recommendation to the Appointment/Confirmation Committee for proper action.	After recommendation is prepared.
Evaluation	1	Confirmation Committee	Members	Evaluate recommendation. Accept/Reject recommendation.	No more than 5 working days after receipt.
	2			Forward accepted recommendation to <u>OCEO</u> . Return rejected recommendation to Off/Dep. Head.	After evaluation.
Approval	1	<u>OCEO</u>	<u>CEO</u>	Approve/Disapprove request.	No more than 15 days upon receipt.
	2			Forward approved recommendation to Confirmation Committee Head for action. Return disapproved recommendation to Confirmation Committee Head.	After approval/disapproval.
Training	1	Off/Dep concerned	Head	Commence training process.	After receipt of approval.
	2			Accomplish Progress Report Form. Forward accomplished form to Appointment Confirmation Committee.	31-Aug 30-Nov 28 Feb & 31-May

**REPEALING CLAUSE:**

1. Any procedure inconsistent with this procedure is hereby repealed, amended or modified accordingly.

**AMENDMENT:**

1. Any amendment to this procedure must be in writing and duly approved by the Chief Executive Officer.

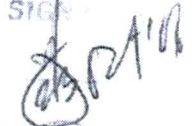
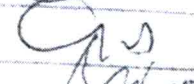

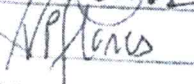



**EFFECTIVITY:**

1. This procedure, as amended, shall take effect on 01 December 2006.

**Amendments Authored By:**

RUBEN C. SIRON



RECOMMENDATION AND APPROVAL	
SIGNATURE	DATE
	
	31/10
	23/10/06
	25 Oct 06
	25 Oct 06
	10/10/06
	10/11