RETURN FORM

To: Mr. Ronald Yago Ibarlin

 HRDM Director

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature above Printed Name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Unit/Office)

Re: PROPOSED AMENDMENT/S FOR THE 2013 EMPLOYEES MANUAL

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| --- | --- | --- | --- | --- |
| Section | Number and Heading Title | Present Provision | Suggested Provision | Rationale  |
|  |  |  |  |  |

NOTE: Please fill out in typewritten/computerized form.