

Promotional Appointment Memorandum

DATE:

TO: Secretary, DPSCS

THROUGH: Appointing Authority

FROM: HRSD Recruitment Section

RE: Promotional Appointment

Recruitment Number: _____

Position/Title: _____

(Interviews conducted, scores sheets tabulated, and the following employees were selected to fill vacant positions)

CANDIDATE NAME	PIN	RANK	Approved/ Bypassed

Appointing Authority Signature: _____ Date: _____

Note: A justification memo for each bypassed candidate must be attached.

CC: HRSD
File