

DROPPING AND SUBSTITUTION OF UNIT/S IN INTER-REGIONAL AND INTRA-REGIONAL CASES

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Purpose: To expedite action on Petitions for Dropping and Substitution in the Regional Office.

Decision: In processing all Petitions for Dropping and Substitution in the Regional Offices, the Board hereby issues the following guidelines:

- (1) For cases involving intra-regional petitions for dropping and substitution, the Regional Manager is given the authority to act and to decide on the said petitions provided that all the necessary documents in support of the same are properly presented and the units involved are verified from the records filed in the region; provided further that the Central Office of the Board be furnished with a copy of the said order immediately thereafter;
- (2) For cases involving inter-regional petitions for dropping and/or substitution, the Regional Manager is given the authority to receive the petitions only and thereafter to forward the same to the Central Office for proper disposition; and
- (3) Before the release of any Order of Dropping and Substitution processed and acted upon by the Regional Manager, the operator must first secure a clearance or confirmation to show that he/she has no unpaid obligation with the Board.

Adopted: 14 Feb. 1990

(SGD.) REMEDIOS A. SALAZAR-FERNANDO
Chairman

(SGD.) DANTE M. LANTIN
Board Member

(SGD.) NICOLAS B. ACACIO, JR.
Assistant Secretary / and Acting Board Member

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