

REQUEST FOR GRADING / REGRADING - Please attach Job Description

Name of Job Holder

Business

Name of Manager

Job Title

We hereby request for the enclosed job to be graded/re-graded (circle applicable request)

Reasons for our request:

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..... DD / MM / YYYY

Requesting manager's signature Date

Grading Committee comments

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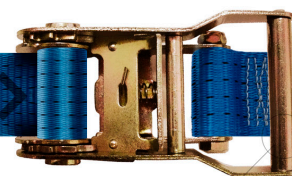
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Grading committee Chairman's signature Date



tightening up the detail