

In Annex 2 of Resolution 8 of 2013 of the Ministry of Labor and Social Security, the procedure for the processing of changes in work location of recent graduates of middle and higher level technician is established and it is necessary to specify the terms for said process:

1. The procedure of change of work location is requested by the worker from the written basis of his need to transfer to the entity where he was assigned with a letter of acceptance of the agency that requests it.
2. If the entity does not agree to grant the release, it notifies the worker within ten (10) working days.
3. If the entity agrees to grant the release, it notifies its agency which, in turn, will be in charge of notifying the worker of the result of the analysis within ten (10) working days.
4. The agency evaluates the request and within ten (10) working days notifies the worker of the response and issues the letter of release, to initiate the procedure in the Ministry of Labor and Social Security.
5. The Ministry of Labor and Social Security has a term of ten (10) working days to approve or not, the request for transfer.
6. For movements of graduates of Higher Level; the releasing agency is responsible for submitting to the Ministry of Labor and Social Security the file consisting of:
  - a. Letter of release with the authorized signature of the agency to which the graduate was assigned, addressed to the National Director of Employment of the Ministry of Labor and Social Security.
  - b. **Acceptance letter with the authorized signature of the agency that accepts the graduate, addressed to the National Director of Employment of the Ministry of Labor and Social Security.**
  - c. Graduate's work placement form or copy thereof.