**Table of Classification Decisions Reporting Format**

**Country Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Regional Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position No.** | **Job Code Title** | **OrganizationalPlacement** | **New Post/****Reclassification** | **New Grade** | **PreviousGrade** | **Classified by:****(Name, position title)** | **Classification Approved by:****(Name, position title)** |
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**Attachment:**

An up to date organizational chart with job code titles, position numbers, classified levels, source of fund (optional), type of contract and other information.

**Reporting Mechanism:**

Country Offices (Regional Centres) should submit tables with classification decisions to ODBU/ OHR copied to HR BAS Advisor on 31 January and 31 July.