

Graduates

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Graduates

Change of Labor Location in Social Service

The fulfillment of the social service is established in Law 116/2015, Labor Code and Decree 326 and the change of work location in resolution 8/2013 of the Ministry of labor and social security.

Social service consists of fulfilling the duty of graduates of daytime courses, who attain knowledge at the higher and professional technical level of education, to put them into society's function in accordance with the planning and priorities of economic and social development .

Social service lasts for three years and is combined with active military service, so that the sum of both completes the three years and is carried out in the place and work in the entity to which the graduate is assigned.

When it is necessary to transfer a graduate assigned to an organ, body, national entity, senior management organization or other entities for the fulfillment of the social service, to another, it is submitted to the approval of the authorities who assigned him, from the conformity of both organs, agencies, national entities or superior management organizations or other entities.

In cases of internal transfers, approval is submitted to the head of the organ, agency, national entity, senior management organization, or other entities or to whom he delegates, where the graduate was assigned.

Higher Education Graduates

Annex 2 of Resolution 8 of 2013 of the Ministry of Labor and Social Security establishes the procedure for processing changes in the job placement of recent graduates of middle and higher level technicians and it is necessary to specify the terms for said process :

1. The process of change of work location is requested by the worker based on the written justification of his need to transfer to the entity where he was assigned with an acceptance letter from the requesting body.
2. If the entity does not agree to grant the release, it notifies the worker within ten (10) business 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, the result of the analysis within a term of ten (10) business days.

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4. The agency evaluates the request and within a term of ten (10) business days notifies the worker of the response and issues the letter of release, to start the process at the Ministry of Labor and Social Security.
5. The Ministry of Labor and Social Security has a term of ten (10) business days to approve or not, the transfer request.
6. For movements of Higher Level graduates; The releasing body is responsible for submitting to the Ministry of Labor and Social Security the file consisting of:
7. Letter of release with the authorized signature of the body to which the graduate was assigned, addressed to the National Director of Employment of the Ministry of Labor and Social Security.
8. Letter of acceptance with the authorized signature of the body that accepts the graduate, addressed to the National Director of Employment of the Ministry of Labor and Social Security.
9. Graduate Work Placement Report or its copy.

Graduates of Technician of the upper middle level

The letter of request for release, from the body, with the corresponding justification and the letter of acceptance from the body to which you are proposing to transfer the graduate, is presented to the Provincial Directorate of Labor.

In the case of graduates of Technician of Upper Middle Level who are assigned to the organisms of the Central State Administration or their entities of national subordination, only the release letter can be issued by the provincial Delegate of the organism, for those who have that structure, or the Director of the Company when not. In the case of graduates who are assigned to local subordinate entities (Provincial Administration Council), the director of the provincial company or of the provincial sector to which they subordinate may issue the letter of release. In all cases, they must be addressed to the Provincial Director of Labor, who is in charge of issuing the authorization for the change, if appropriate.

The release for the change of work location is only effective, from having in the entity with the written approval of the Provincial Director of Labor.