

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR MEMORANDUM**

**REFERENCE NO. PS: 31/0<sup>II</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

DATE: 1987/06/11

**SUBJECT:**

Supply of Staff Performance Appraisal Report forms for reporting on staff for the years 1987 and 1988.

---

With reference to my circular memorandum No. PS: 31/0<sup>II</sup> dated 1986/02/17, I shall be grateful if you will now indicate how many of each Staff Performance Appraisal Form you would require to complete assessment of employees in your agency in respect of the years 1987 and 1988. The information should be submitted in accordance with the attached format not later than 1987/07/15.

2. The unit cost per form will depend upon the quantity that will be ordered by this Ministry. This cost will be conveyed to you after you have responded to this memorandum and you would then be asked to submit an Inter-Departmental Warrant representing the total cost of the forms.

.....  
A. HING,  
For Permanent Secretary,  
PUBLIC SERVICE MINISTRY.

REQUEST FOR SUPPLY OF  
STAFF PERFORMANCE APPRAISAL REPORT FORMS

MINISTRY / DEPARTMENT / REGION .....

No.	Type of Form	Amount in Stock	Amount required for 1987 assessment	Amount required for 1988 assessment	Total amount of each type of form required
1	Form A1 – Senior Administrative				
2	Form A2 – Junior Administrative and Clerical				
3	Form B – Professional and Technical				
4	Form B (old) – For Machine and Telephone Operators, Stenographers and Typists				
5	Form C (old) – For subordinate non-clerical staff (Office Assistants, Chauffeurs, Attendants, etc.)				
6	Supplement to the abovementioned forms (with the new rating factors)				