

**“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

**SUBJECT:**

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

DATE: 1987-08-25

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With reference to my Circular Memorandum No. PS: 31/0<sup>II</sup> dated 1987-06-11, on the above subject, and to your response thereto, please note that the unit cost per form will be as follows:-

No.	Type of Form	Unit Cost
1	Form A1 – Senior Administrative	\$3.00
2	Form A2 – Junior Administrative and Clerical	\$2.85
3	Form B – Professional and Technical	\$2.85
4	Form B (old) – For Machine and Telephone Operators, Stenographers and Typists	\$1.00
5	Form C (old) – For subordinate non-clerical staff (Office Assistants, Chauffeurs, Attendants, etc.)	\$0.85
6	Supplement to the abovementioned forms (with the new rating factors)	\$0.75

2. Kindly therefore forward to this Ministry not later than 1987-09-07 an Inter-Department Warrant representing the total cost of the forms needed by your agency.
3. May I also bring to your attention the contents of paragraph 3 entitled “Appraisals” in my Circular No. 17/1987 dated 1987-05-14 – Guidelines for Public Service Wage and Salary Adjustments.

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