

**PUBLIC SERVICE  
MANAGEMENT,  
OFFICE OF THE PRESIDENT**

**MEMORANDUM**

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

FROM: Dr. R. Luncheon

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

**SUBJECT:**

Introduction of new staff performance review scheme

DATE: 1996-02-14

---

A new Staff Performance Review Scheme is planned to be introduced to the Public Service. The review scheme is intended to focus on individual performance and so increase the effectiveness of the Public Service. It would apply to all Public Servants except for those in the Disciplined Services; teachers and other especially exempted staff.

The annual review scheme would run from January to December and in order to have the scheme fully operational by January 1997, an extensive training programme involving all reporting officers is planned. This programme would start in mid-March and be completed by the end of May. The first reviews for all staff would be completed in June and reviewed in December. The first annual review would be done in December and become operational immediately.

Every reporting officer must undertake the training before they can do a review with their staff. Reporting officers will shortly be invited to participate in the one-day training course organized by the Training Division.

I urge you to make yourself available for the training and to emphasize the importance of the Staff Performance review scheme to all your staff. Your commitment to the scheme is vital in ensuring its successful implementation.

Soon you will be asked to indicate the date and time of your choice of participation.

R. F. LUNCHEON, M.D.,  
HEAD OF THE PRESIDENTIAL SECRETARIAT.