

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

**CIRCULAR  
MEMORANDUM**

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

FROM: Permanent Secretary,  
Public Service Management,  
Office of the President.

**SUBJECT:**

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

Introduction of New Staff Performance Review  
Scheme.

DATE: 1996-02-15

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Please refer to the memorandum dated 14<sup>th</sup> February, 1996, from the Head of the Presidential Secretariat on the above subject.

2. The one day training course which has been designed to enable reporting officers to implement the New Staff Performance Review Scheme effectively, is scheduled to take place on the following days from 8:00 a.m. to 4:30 p.m. in the Boardroom, Office of the President, New Garden Street.

Tuesday - 20<sup>th</sup> February

Wednesday - 21<sup>st</sup> February

Thursday - 22<sup>nd</sup> February

Monday - 26<sup>th</sup> February

3. Permanent Secretaries, Heads of Departments and Regional Executive Officers, are requested to attend one half day session personally, on the 27<sup>th</sup> or 28<sup>th</sup> February 1996. Each session is expected to last four (4) hours:-

From 8:00 a.m. to 12:00 a.m.

From 1:00 p.m. to 5:00 p.m.

3. In order to finalise arrangements for the half day sessions, you are requested to indicate by 26<sup>th</sup> February, 1996, to the chief Personnel Officer or the Principal Personnel Officers in writing or by telephone which half day you would be in attendance. Contact could be made on telephone Nos. 72292, 62963, 60412 or 51563.
4. In order to finalise arrangements for the half-day sessions, you are requested to indicate by 26<sup>th</sup> February, 1996, to the Chief Personnel Officer or the Principal Personnel Officers in writing or by

telephone which half day would be in attendance. Contact could be made on telephone Nos. 72292, 62963, 60412 or 51563.

5. Your co-operation and commitment are vital to the successful implementation of the scheme.

G. Husbands,  
For Permanent Secretary,  
Public Service Management,  
Office of the President.