



OFFICE OF THE HEAD OF DEPARTMENT FOR EDUCATION

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INTERNAL MEMORANDUM

**TO: DEPUTY DIRECTORS GENERAL
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL EMPLOYEES OF THE DEPARTMENT
ALL LABOUR UNIONS**

FROM: HEAD OF DEPARTMENT

**SUBJECT: PROGRESS ON MIGRATION OF ALL OFFICE-BASED EMPLOYEES AT
SALARY LEVEL 1- 12 INCLUDING OSD POSTS**

1. PURPOSE

To communicate the progress on the migration of all office-based employees of the Department who are at salary level 1 – 12, including OSD Posts.

2. BACKGROUND AND DISCUSSION

The Department resumed migrating all staff members from the old organogram to the new approved organizational structure and staff establishment structure. All Senior Management Service and Middle Management Service staff were migrated and placed at Head Office and District offices. The Department is busy with the distribution of placement letters for employees on salary level 5 to 8.

All employees and managers are requested to understand and comply with the following:

- No employee must leave the workstation without a placement letter.
- Managers must ensure that employees continue working in their current workstations until they receive placement letters.
- Managers must ensure that employees are utilized meaningfully until they receive their placement letters.

2.1 The Department is about to start the Phase 3 (Salary Level 2 to 4 employees) Staff Migration Process, which will be concluded by March 2022.



2.2 The Department appreciates your commitment and support during this period of transition.

Yours in Quality Education

DR. N MBUDE
HEAD OF DEPARTMENT

DATE