

MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT

REQUEST FOR EMPLOYMENT LETTER

Name of Officer

School/Office

Position

Status (Temporary/Permanent)

Purpose of job letter, please tick

Visa application

Bank Transaction

Other

Please Specify.....

Signature of applicant

Date submitted

FOR OFFICE USE ONLY

Job letter pending

Job letter prepared

Official Signature Date

MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT

REQUEST FOR PERMISSION TO LEAVE THE STATE

Name of Officer

School/Office

Position

Status (Temporary/Permanent)

Purpose of travel, please tick

Vacation Business Medical attention

Other, please specify.....

Period of travel: From to

Address while out of state

Contact number email address.....

Signature of applicant Date submitted.....

Supervisor's recommendations.....

Reviewing Officer's remarks (where necessary)

FOR OFFICE USE ONLY

Recommended (Head of Division) Date

Approved (Head of Department) Date

Comments.....

MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT

REQUEST FOR TIME OFF WORK

Name of Officer

School/Office

Position

Status (Temporary/Permanent)

Reason for time off, please specify
.....

Period requested: **From:** **to**

Address (if out of state)
.....

Contact number Email address

Signature of applicant Date submitted.....

Supervisor's recommendations.....

Reviewing Officer's remarks (where necessary)

FOR OFFICE USE ONLY

Recommended (Head of Division) Date

Approved (Head of Department) Date

Comments (with pay/no pay)