

# RECOMMENDATION FORM FOR SERVICE WIDE PROMOTION EXERCISE

NAME OF OFFICER: \_\_\_\_\_

MINISTRY /DEPARTMENT: \_\_\_\_\_

OFFICER'S PRESENT POST: \_\_\_\_\_

SCALE: \_\_\_\_\_

RECOMMENDED POST: \_\_\_\_\_

SCALE: \_\_\_\_\_

DATE OF BIRTH	AGE	MALE/FEMALE	DATE OF APPOINTMENT	DATE APPOINTED TO PRESENT POST	ACADEMIC QUALIFICATIONS	REQUIREMENT FOR PROMOTION POST	LAST THREE (3) YEARS PERFORMANCE APPRAISAL RATINGS	DETAILED COMMENT(S) JUSTIFICATION (S) FOR THE OFFICER'S PROMOTION DURING THIS EXERCISE
		<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><input type="checkbox"/> MALE</div> <div style="border: 1px solid black; padding: 2px;"><input type="checkbox"/> FEMALE</div>						

Does the officer possess the qualifications and experience for the position? Please check  YES  NO (If **NO**, do not submit to The Ministry of The Public service)

NAME OF NOMINATING OFFICER: \_\_\_\_\_

NOMINATING OFFICER'S SIGNATURE: \_\_\_\_\_

POSITION OF NOMINATING OFFICER: \_\_\_\_\_

DATE: \_\_\_\_\_