



CIRCULAR MEMORANDUM

No. 2 of 2016

MY REF: GEN/4/01/01/16 (38) VOL. III

FROM: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

TO: Cabinet Secretary, Financial Secretary, Solicitor General, Chief Executive Officers, Auditor General, Contractor General, Office of the Governor General, and Heads of Departments

SUBJECT: CONFIRMATION OF LONG SERVICE

DATE: 11th January, 2016

Ministries and Departments are requested to submit the names of Officers who will have completed twenty-five (25) years of service to the Government of Belize on or before May 31, 2016. Please note that personal files must accompany submissions for Open Vote Workers.

The Ministry of the Public Service takes pride in recognizing and rewarding Public officers who meet the below criterion:

- Individuals must have given 25 years of continuous service to the Government of Belize.

So as not to disenfranchise any officers, please make submission to the Ministry of Public Service no later than 20th March, 2016.

Yours in public service!

Sherlet Neal (Ms.)
for Chief Executive Officer

c: Director, CITO
GEN/68/02



CIRCULAR MEMORANDUM NO. 3 OF 2016

MY REF: GEN/4/01/01/16 (39) VOL. III

FROM: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: FRONT DESK CALL LOGGING SYSTEM - MINISTRY OF THE PUBLIC SERVICE

DATE: 7th January, 2016

The Ministry of Public Service, Energy and Public Utilities has embarked on several initiatives to improve service delivery to both its external and internal customers.

In an effort to ensure that feedback to request for information from Ministries/Departments is provided in a timely and efficient manner, the Ministry is requesting that, as much as practicable, all calls to the Ministry of the Public Service be channelled through the following numbers and **NOT** to the extensions of individual desk officers, who may be away or otherwise engaged.

Telephone Numbers:

822-2204	828-4212
822-2205	828-4213

The Ministry offers its full assurance that all calls channelled through our front desk will receive profession and prompt response. Where request for information or queries, cannot be immediately addressed, feedback will be provided within forty-eight (48) hours, after such request is received. Additionally, e-mail addresses for administrative and other support officers are available to you through our front desk officers.

Notwithstanding, public officers are encouraged to channel their queries and concerns through their respective administrative officers, who are able to assist in directing such queries, as appropriate.

We thank you for your cooperation, as we move towards a culture of service excellence that puts clients first.


SHERLET R. NEAL (MS.)
for CHIEF EXECUTIVE OFFICER

c: Director, CITO