

Ministry of Education and Training
REQUEST for ATTACHMENT in 2023
(for employees who cannot assume or resume duty on required date at approved posting for 2023)

To: Acting Chief Executive Officer for Education and Training

Please kindly consider my request below for an attachment to a location outside my approved posting for 2023:-

Question for Employee	Write answer here		
Name of Employee:			
Post in 2022:			
Approved post for 2023: *Wef 04 January for Admin staff *Wef 23 January for Teaching staff			
Reason for not being able to assume/resume duty at approved post on the above-stated date:			
	<i>(Use additional paper if necessary)</i>		
I am requesting to be attached to the following location for the period indicated at no extra cost to the Ministry, and to assume/resume duty at approved post on the first working day after period of attachment:	Requested Location for attachment: Requested period of attachment:		
Signature of Employee/Date/Contact:	Signature: _____ Date: _____ Email: _____ Phone: _____		
FOR OFFICIAL USE – Divisional/School Level (if applicable)			
This is to confirm that the above-named employee assumed/resumed duty on(date) at this station/location whilst awaiting a decision from the CEO for his/her request for attachment.			
Name of HOD/Principal: Signature:	Location: Date:		
FOR OFFICIAL USE - Recommendation of the Deputy CEO in charge for approved post in 2023			
Request recommended for approval	Not recommended for approval	To be discussed	Additional comments
Name and signature of DCEO:(name).....(Signature) Date:			
FOR OFFICIAL USE - Decision of the CEO or Acting CEO			
Approved	Not Approved	Discuss	Additional comments
Signature of CEO or Acting CEO:..... Date:.....			

Note: FORM IS TO BE SENT TO THE HRM DIVISION AFTER CEO's DECISION FOR FURTHER ACTION.