

PUBLIC SERVICE COMMISSION RESIGNATION FORM

Working History		
Timing	Post	Location
15 October 2007	Daily Paid Teacher	GPS Lofanga
2008	Daily Paid Teacher	GPS Fonoifua
01 February 2009 (Date of first appointment) - 2011	Senior Assistant Teacher Diplomate (SATD)	GPS Ha'ano
2012-2013	Senior Assistant Teacher Diplomate	GPS Fua'amotu
2014	Senior Assistant Teacher Diplomate	GPS Faleloa
2015	Senior Assistant Teacher Diplomate	GPS Matuku
2016-2017	Senior Assistant Teacher Diplomate	GPS Kanokupolu
2018	Senior Assistant Teacher Diplomate	GPS Te'ekiu
2019-2023	Senior Assistant Teacher Diplomate	GPS Puke
Last day at work	22 September 2023	
Effective Date of Resignation	25 September 2023	
Years of Service	13 years, 8 months & 21 days (exclude the years he served as a daily paid teacher)	

From: CEO for Education and Training

Reference: P 1110

Date: 6 October 2023

Subject: RESIGNATION FROM THE PUBLIC SERVICE.

1. **Full Name and Post of Officer:**

2. **Has the application been granted Ministerial approval?** Yes / No

The approval of the Chief Executive Officer is appended on Page 2 subject to resignation policy being met.

3. **Date of Application:** 29 September 2023

4. **Effective Date of Resignation:** 1 November 2023.

5. **Is the Officer currently on leave?** (Please circle as applicable) - Yes / No

(If Yes please indicate the type of leave and the expected date of resumption of duty)

6. **Total Number of earned leave entitlements:** (Nil)

7. **Has the required notification period been fulfilled?** (Please circle as applicable) Yes / No
(20 working days for all government employees)

If No, what is the period of shortfall? : Nil

How will the shortfall be regularized?

(Please select with a tick (✓) & specify where applicable)

☐ **Compensation from earned leave entitlement**

☐ **Reimbursement of salary equivalent for the period of shortfall.** *(To be paid directly to the Ministry of Finance, attach receipt)*

7. Any other comments?

Reasons for resignation

Succession Planning:

Recommendations:

1. That the resignation of, Senior Assistant Teacher Diplomate, Ministry of Education and Training from the Public Service be accepted with effect from 25 September 2023.
2. Subject to approved resignation that he be paid in one lump sum his salary equivalent for any period of earned leave days;
3. That he submits his claims for leaving service benefits to the Retirement Fund Board.

Prepared by:

Signature:

Application for Resignation is approved: (Signature)

Chief Executive Officer / Ministry of Education and Training

(Designation of Head of Department/Ministry)

PUBLIC SERVICE COMMISSION

Resignation Form

Please ensure that the following documents are attached:

- √ Letter of Application for resignation from the Public Service
- √ Exit Interview Form
- ☐ If applicable, Ministry of Finance receipt for reimbursement of shortfall (not applicable)

Public Service Commission Office Use ONLY

Responsible Officer:.....

Recommendation: ☐ All in order, submit for PSC Decision. ☐ Not in order, return to Ministry.

PSC Comments: