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Vision: A motivated and high performing Public Service providing High Quality Services to the People
Mission: Provide and Administer a Human Resource Policy Framework which promotes a Highly Skilled Workforce that enable Ministries and Agencies to Deliver their Quality Services to the Public

Date: 13th June 2011

To: All Secretary,

Dear Sir/Madam,

Subject: Date of Submission for Database qualification and PQR questionnaire.

The purpose of this letter is to remind all Ministries who had been visited by PSO team during last few weeks regarding the above matter.

You are all reminded to submit your completed Qualification database no later than **Thursday, 23rd June 2011**. This database contains core data as may be required for PSO's major exercise on Workforce planning in relation to Human Resource Development Plan for the next 3 years time.

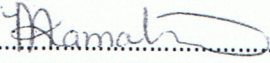
Moreover, Review on a current Post Qualification Requirement (PQR) will need to be carried out at the end of June whereby, you are all reminded again to do your submissions on PQR Questionnaire at the same date as mentioned above. (**Thursday 23, June 2011**).

Ministries who have not been visited by PSO team, please refer to the attachments for the above matter and please kindly do your submissions same date as mentioned above.

You can also submit e-copies to this email address: tmathew@pso.gov.ki or teata82@gmail.com by due date.

Thank you very much for your time and consideration.

Sincerely,


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Taonateata Mathew
HR Development Officer,
For Secretary, PSO.