CIRCULATION LIST

DATE: ....

SUBJECT:..
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MEMO/CIRCULAR NO: ....

NO.	OFFICE OF	PRINT SURNAME & INITIALS	DATE
1.	MEC's Office		
2.	Chief of Staff – MEC's Office		
3.	Superintendent General		
4.	DDG – HRM & D		
5.	Director – SG's Office		
6.	Internal Audit and Control		
7.	Risk Management Services		
8.	DDG Teaching and Learning Services		
9.	DDG: Institutional Operations Management		
10.	CD: Educational Social Support Services		
11.	HIV/AIDS and Social Development		
12..	Scholar Transport and Social Support Services		
13..	Inclusive Education		

14.	CD: Vocational Education Services		
15.	FET and ABET Centers		
16.	CD: Institutional Management, Dev. and Support		
17.	Educ. Res. & Mon. GET/ ECD Bands		
18.	FET Band & Extra Curricular Programmes		
19.	Institutional Development Support & Governance		
20.	CD: Cluster A		
21.	CD: Cluster B		
22.	CD: District Development & Support		
23.	DDG: Chief Financial Officer (CFO)		
24.	CD: Human Resource Dev& Management		
25.	HRA		
26.	HRD		
27.	HRP and Provisioning Services		
28.	Labour Relations		
29.	CD: Facilities and Infrastructure		
30.	Physical Facilities		
31.	Information Technology and SI		
32.	CD: Supply Chain Management		
33.	Acquisition and Procurement		
34.	Assets Management		
35.	Fleet and Auxiliary Services		
36.	CD: Financial Management Services		
37.	Financial Planning & Reporting Serv		
38.	Accounting Services		
39.	Audit Process		
40.	Payments Services		
41.	DDG: Education Planning, Evaluation and Monitoring		

42.	CD: Strategic Management, Monitoring and Evaluation			
43.	Strategic Planning, Policy and Research (Sterling)			
44.	Resource Targeting & Systems Plan (Sterling)			
45.	Quality Promotion and Standards			
46.	CD: Curriculum Management			
47.	Curriculum, ECD& GET Programmes			
48.	Curriculum FET Programmes			
49.	C D Assessment and Examination			
50.	Tele Collaborative Learning/ Maths, Science			
51.	CD: Education Professional Programme (Sterling)			
52	Leadership, Management & Dev. Program (Sterling)			
53	Resource Targeting and Systems Planning (Sterling)			
54	CD: Statutory Advisory and Protocol Services			
55	Communication and Customer Care			
56	Special Programe			
57	Community Liaison and Protocol Services			
58	A/CD strategic coordition office of the CFO			
59	School nutrition SNP			
60	A/D Transfer payments			
61	C/D Internal Control Unit			
62	D. Language in Education Policy Unit			
63	Salaries & Payments Services			
64.	Document Management			