

GHANA EDUCATION SERVICE

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HEADQUARTERS
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8th June, 2026

ALL REGIONAL DIRECTORS

REQUEST FOR THE SUBMISSION OF STAFF PERSONAL FILES FOR JOB EVALUATION EXERCISE

Management extends its warmest regards.

The Ghana Education Service in collaboration with the Fair Wages and Salaries Commission and the Public Services Commission as part of the implementation arrangements for the new Scheme of Service, is undertaking a Job Evaluation Exercise to validate and update the personal records of all staff.

In view of the urgency and importance of this assignment, you are requested to liaise with all Metropolitan, Municipal and District Directors of Education within your Region to collect and forward the personal files of staff through your office to the Human Resource Management and Development (HRMD) Division Secretariat, Headquarters.

For the purpose of the exercise, each personal file should, at a minimum, contain the following documents:

- 1. Letter of Appointment**
- 2. Completed and signed Personal Record Form**
- 3. Certified true copies of Academic and Professional Certificates**
- 4. Copies of all Promotion Letters; and**
- 5. Any other relevant personnel documents relating to the staff's career progression and status within the Service.**

You are kindly advised to ensure that the files are carefully vetted for completeness and arranged on Metropolitan, Municipal and District basis in the order indicated above before submission to facilitate the job evaluation process.

Given the time-bound nature of this exercise and its significance to the successful implementation of the new Scheme of Service, your office is requested to accord this assignment the highest priority and ensure that the required files reach the HRMD, Headquarters, in accordance to the schedule attached.

Your prompt cooperation and support in this regard will be greatly appreciated.

A handwritten signature in blue ink, appearing to read 'Smile Dzisi'.

PROF. SMILE DZISI (MRS.)
DEPUTY DIRECTOR-GENERAL (MS)
For: DIRECTOR-GENERAL

cc: Director-General, GES, Hqtrs, Accra
Deputy Director-General, (Q&A), GES, Hqtrs, Accra
Director HRMD, GES Hqtrs, Accra.
Chief Internal Auditor, GES Hqtrs, Accra.
Ag. Director Finance, GES Hqtrs, Accra.
Head, Payroll Unit, GES Hqtrs, Accra