



REPUBLIC OF LIBERIA
CIVIL SERVICE AGENCY

63 CAREY STREET
MONROVIA, LIBERIA



TO: All Human Resource Directors of Ministries & Agencies

FROM: Hon. Laurine W. Johnson
Director-General

SUBJECT: **REVISION OF PAN FORM AND BUSINESS PROCESS WORKFLOW**

DATE: May 7, 2019

This is to inform all Human Resource Directors of Ministries and Agencies that the Personnel Action Notice (PAN) form and Business Process Workflow have been revised to reflect a reduction in processing time and the optimization of quality service delivery to employees of Government.

Please note that the revised documents can be downloaded from the Civil Service Agency's Website at www.csa.gov.lr or obtained from the Employment Services Directorate at the CSA.

If you have any questions or concerns, please don't hesitate to contact us for further clarification. You can call Mr. **Isaac Govego**, Director of Employment Services, on **0888773925**/Ms. Musu Leela Kerkula, Deputy Director of Employment Services, on **0886537552** or visit the Employment Services Directorate at the CSA, Monday – Friday from 9:00 a.m. to 4:00 p.m.

Thanks and regard.