



REPUBLIC OF LIBERIA – CIVIL SERVICE AGENCY



PERSONNEL ACTION NOTICE

NOTE: No appointment shall become effective until approved by the Director-General of the Civil Service Agency

PAN NO.

INITIATING MINISTRY / AGENCY

EMPLOYEE PHOTOGRAPH

Form with fields: MINISTRY / AGENCY, DIVISION, SECTION, LOCATION (CITY, COUNTY), EMPLOYEE LAST NAME, SEX, EMPLOYEE FIRST NAME, DATE OF BIRTH, EMPLOYEE MIDDLE NAME, SOC. SEC. NO, EMPLOYEE NAME TITLE, OTHER NAME, and name title options (MR., MRS., MISS, DR., REV., OTHER).

TYPE OF ACTION

Form with three columns: EMPLOYMENT - ENTRY, EMPLOYMENT - CHANGES / UPDATES, and EMPLOYMENT - EXIT. Each column contains various action options with checkboxes.

CURRENT EMPLOYMENT INFO (IF NOW IN SERVICE)

Form with fields: CURRENT PAYROLL NO., NATIONAL IDENTIFICATION REGISTRY NO., CURRENT JOB TITLE, CURRENT ANNUAL SALARY (LD\$), and CURRENT JOB LOCATION (CITY, COUNTY).

NEW EMPLOYMENT INFO

Form with fields: PERMANENT EMPLOYMENT STATUS (FULL-TIME, PART-TIME), TEMPORARY EMPLOYMENT STATUS (CONTRACTUAL, SPECIAL PROJECT, INTERNSHIP, VACATION, PROVISIONAL), PROPOSED JOB TITLE, JUSTIFICATION, APPROVED BY (MINISTRY AUTHORIZED NAME & SIGNATURE), and APPROVAL DATE (MM/DD/YY).

Form with fields: MINISTRY CODE, EFFECTIVE DATE (DD/MM/YY), EMPLOYEE NUMBER, CLASSIFIED JOB TITLE, CONDITIONS (IF ANY), SALARY GRADE, SALARY RANGE (MINIMUM, MAXIMUM), MONTHLY SALARY (LD\$), and ANNUAL SALARY (LD\$).

Signature section with boxes for: Signed, EMPLOYMENT SERVICES (NAME & SIGNATURE), DEPUTY DIRECTOR-GENERAL (HRM/POLICY) (NAME & SIGNATURE), Biometrically Verified, and APPROVED: DIRECTOR-GENERAL (NAME & SIGNATURE).

DEPARTMENT OF BUDGET (MINISTRY OF FINANCE AND DEVELOPMENT PLANNING)

Form with fields: EFFECTIVE DATE (DD/MM/YY), DOB ANALYST (New Hires Only), ASSISTANT MINISTER, and DEPUTY MINISTER.