

REQUEST FOR STUDY LEAVE

Chief Personnel Officer

Please see the following request for study leave:

A. Officer's Information

Name of Officer: _____

Date of Birth: _____ Nationality _____

Position: _____

Ministry/Department: _____

Date of entry into the service: _____

Date of first appointment: _____

Monthly salary: _____

Area of Study: _____

Level of Study: Associate ☐ Bachelors ☐ Masters ☐ PhD ☐ Certification ☐

Institution: _____

Duration of study: _____

Commencement date of study: _____

Expected completion date: _____

Additional Document(s): Acceptance Letter ☐ Transcripts (where applicable) ☐

B. Recommendation/Comments of Head of Department:

Signature of H. O. D. _____ Date: _____

C. Recommendation/Comments of Permanent Secretary:

Signature of Permanent Secretary _____ Date: _____

D. Hon. Minister's Approval _____ Approved ☐ Not approved ☐