



## LETTER CIRCULAR

**Information:** ✓

**Action Required:** ✓

**Ref:** HR/28/2016

**From:** Mary Scicluna, Director HR (MEDE)

**To:** Permanent Secretary, Directors General, Directors, College Principals, Heads of State School, Heads of Resource Centre, Learning Support Centre Managers and Heads of Section/Unit

**Subject:** Regularisation of Directive 8 for MEDE Employees

**Date:** 25<sup>th</sup> July 2016

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Attention is being drawn to Directive 8 wherein it states that queries are to be replied for in a timely manner according to Annex 1 of Directive 8:

<https://opm.gov.mt/en/PAHRO/Pages/directives/Directive-8-.aspx>

The aim of this Directive is to improve the quality of services provided by MEDE to its employees. It aims to ensure that employees are afforded with timely information, guidance and decisions on entitlements or services accessible to them.

Please note that in order to be in line with this Directive, the Ministry for Education and Employment has created a number of generic e-mails so that one can send his/her queries at these addresses. The presentation attached to this circular further explains the Regularisation of Directive 8.

The table below indicates which generic e-mail to use according to the type of query.

<b>Subject</b>	<b>Generic E-Mail</b>
General Queries (all sections under PSMC)	gqhr-d8.mede@gov.mt
Recruitment Queries	rqhr-d8.mede@gov.mt
Discipline and Study Leave Queries	dslhr-d8.mede@gov.mt

All queries are to be replied for according to Annex 1 of Directive 8.

**Mary Scicluna**  
**Director Human Resources**