LETTER CIRCULAR

Information: ✓  
Action Required: ✓

Ref: HR/122/2014

From: Joseph Micallef, Director

To: Directors, College Principals and Heads of School/Section (State Only)

Subject: Streamlining of HR functions and related Management Services

Date: 18th June 2014

1. Leaves

With immediate effect from the date of this circular, the functions previously performed by the Leaves Section are being absorbed by the different Human Resources Sections falling within the DES.

Consequently, matters related to leaves, except those processed, approved and recorded at line manager level and Study Leave(1), will henceforth be dealt with by the respective HR section as per tabulation hereunder:

<table>
<thead>
<tr>
<th>Section</th>
<th>Grades</th>
<th>Contact details</th>
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</thead>
</table>
| General Service Grades and Adult Educators   | Officers from within the industrial, technical, clerical, administrative and professional grades and Adult Educators | Tel: 2598 2355/2728/2439
Email: leaves.nonteaching.hr.medegov.mt        |
| Inclusion, Peripatetic and Support Services  | Teaching grades serving in the Inclusion (LSAs), Peripatetic and Support Services | Tel: 2598 2487/2367/2241
Email: leaves.inclusion.services.hr.medegov.mt |
| Primary Schools and Resource Centres        | Teaching Grades serving in Primary Schools and Resources Centres including Learning Support Centres | Tel: 2598 2453/2729/2471
Email: leaves.primary.hr.medegov.mt            |
| Secondary Schools and Planning               | Teaching Grades in Middle, Secondary and Post Secondary Schools       | Tel: 2598 2240/2236/2468
Email: leaves.secondary.hr.medegov.mt          |

(1) Study Leave requests are processed by the Travel Section within the Corporate Services Division. (Tel: 2598 2313).
2. Other HR functions/services related to the daily operations of Colleges and Schools

Other HR functions and related management services directly related to the daily operations of Colleges and School will be delivered as per tabulation hereunder:

<table>
<thead>
<tr>
<th>Section/Unit</th>
<th>HR Functions / Services</th>
<th>Line Manager / Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Grades and Adult Educators Section</td>
<td>• Service factor and deployment of Clerical staff;</td>
<td>Ms Tanya Zammit (Service Manager) Tel: 2598 2476 Email: <a href="mailto:tanya.zammit@gov.mt">tanya.zammit@gov.mt</a></td>
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<td>• Absence Management module in DAKAR (support);</td>
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<td>• Teaching grades on alternative duties;</td>
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<td></td>
<td>• Confirmations*</td>
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<td></td>
<td>• Increments*</td>
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<td></td>
<td>• Sick Leave Monthly Absence Return*</td>
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<td>• Skills Profiling Exercise*</td>
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<td></td>
<td>• Issue of deployment letters of Technical &amp; Industrial Grades**;</td>
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<td>* DES employees</td>
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<td>** Issuing of deployment letters to Technical &amp; Industrial grades.</td>
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<tr>
<td>Inclusion, Peripatetic and Support Services Section</td>
<td>• Annual classification exercise;</td>
<td>Ms Jacqueline Scerri (Service Manager) Tel: 2598 2318 Email: <a href="mailto:jacqueline.scerri@gov.mt">jacqueline.scerri@gov.mt</a></td>
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<td>• Deployment of LSAs (Primary and Secondary Schools);</td>
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<td></td>
<td>• Liaison with providers of Peripatetic and Support services (Teachers/LSAs);</td>
<td>Ms Catherine Falzon (Task Officer Inclusion) Tel: 2598 2363 Email: <a href="mailto:katarina.falzon@ilearn.edu.mt">katarina.falzon@ilearn.edu.mt</a></td>
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<td></td>
<td>• Contracts of Service/Extension letters (SLSAs);</td>
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<td>• Internal Calls.</td>
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<tr>
<td>Primary Schools and Resource Centres Section</td>
<td>• Annual classification exercise;</td>
<td>Ms Mary Scicluna (Service Manager) Tel: 2598 2493 Email: <a href="mailto:mary.a.scicluna@gov.mt">mary.a.scicluna@gov.mt</a></td>
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<tr>
<td></td>
<td>• Deployment of KGAs and Teachers (Primary Schools and Resource Centres &amp; Learning Support Centres);</td>
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<tr>
<td></td>
<td>• Contracts of Service/Extension Letters (STr)</td>
<td>Mr Christopher Higgans (EO Early Years and Field Placements) Tel: 2598 2496 Email: <a href="mailto:christopher.higgans@ilearn.edu.mt">christopher.higgans@ilearn.edu.mt</a></td>
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<td>• MDB supervision quota;</td>
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<td>• Field placements;</td>
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<td>• Data Protection matters;</td>
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<td>• Annual Calendar.</td>
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</tbody>
</table>
### Secondary Schools and Planning Section
- Annual classification exercise;
- Deployment of Teachers (Middle, Secondary, Post Secondary Schools, Peripatetic and Support);
- Contracts of Service/Extension Letters (STR);
- MDB supervision quota;
- Reduced Hours for teachers;
- STS database.

Mr Peter Carabott (Service Manager)
Tel: 2598 2485
Email: peter-paul.carabott@gov.mt

### SIS Unit
- e1 finance (training and support);
- e1 MIS – students’ database, attendance, mark sheets, teachers’ ilearn database (training and support);
- SSC&P;
- Timetabling.

Mr Christopher Borg (EO)
Tel: 2122 5151 Ext 2
Email: chris.borg@ilearn.edu.mt

### Recruitment Section
- Departmental calls;
- Service-wide calls;
- Public calls;
- Approval of merit lists;
- Recommendations;
- Acceptance letters.

Mr Colin Calleja (Head of Section)
Tel: 2598 2351
Email: colin.calleja@gov.mt

### Customer Care Section
- Queries and complaints;
- Receipt of applications;
- Engagement paperwork;
- Signing of Contracts of Service/Extension Letters;
- Staff support services;
- Registration of foreign students.

Ms Josette White (Service Manager)
Tel: 2598 2260
Email: josette.marie.white@ilearn.edu.mt

### HR Gozo Unit
- Sickness verification;
- Processing of Sick Leave certificates;
- Customer Care.

Ms Jeanette Fava (Senior Manager)
Tel: 2215 6854
Email: jeanne.at.fava@gov.mt

### Other HR functions/services of a Corporate Services nature
Other HR functions and related management services of a corporate services nature as listed hereunder will be delivered by the HR Administration Section.

### HR Administration
- Letters of appointment;
- Records, GP47 and Seniority list;
- Confirmations, Increments and Progressions;
- Contracts of Service/Extension Letters (Adult Educators);

Mr Mario Azzopardi (Officer in Grade 5)
Tel: 2598 2331
Email: mario.a.azzopardi@gov.mt
You are kindly requested to ensure that this circular is retained as a point of first reference and that HR matters are channelled accordingly with immediate effect.

Joseph Micallef
Director HR