



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/146/2014

From: Joseph Micallef, Director HR (MEDE)

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

Subject: Official Correspondence via email

Date: 29th September 2014

All public officers within MEDE are encouraged to correspond by electronic mail unless the nature of the correspondence requires otherwise.

However, it is pertinent to point out that only emails received via email accounts @gov.mt and @ilearn.edu.mt offer the possibility of verifying the identity of the sender. Hence, email correspondence not received via these official channels shall not be considered as official.

The Human Resources Directorate has the following generic email accounts:

1. dhr.mede@gov.mt
2. leaves.nonteaching.hr.mede@gov.mt
3. leaves.inclusion.services.hr.mede@gov.mt
4. leaves.primary.hr.mede@gov.mt
5. leaves.secondary.hr.mede@gov.mt

For further details please refer to circular HR/122/2014.

Joseph Micallef

Director HR (MEDE)