



Ref: DGSS 23 /2012

Date: 14 September 2012

To: Permanent Secretary  
Directors General  
Directors  
Assistant Directors  
College Principals  
Heads of Schools and Heads of Sections

**Subject: Requests for GP47 – Service and Leave Record Form**

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**Circular**

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Interested officers, employed within the Ministry of Education and Employment (excluding Entities), intending to submit applications in respect of calls for posts or positions within the Public Service and require the service and leave record form (GP 47) are being informed that with immediate effect the following procedure shall apply:

- Requests for GP 47 are to be made by addressing an e-mail to the Records Section at [records.mede@gov.mt](mailto:records.mede@gov.mt) stating the reason for requesting the GP 47. Full name and surname, ID card number, grade, telephone number and residential address are to be clearly indicated together with the reference of the said call/s where applicable;
- In those cases where employees do not have access to an e-mail, it is recommended that requests be made through the school generic e-mail or the administration of the Section/Unit as the case may be, giving the relevant details requested above;
- Requests for the GP 47 can be made immediately after the issue of a particular call;
- Prospective applicants are urged to apply in good time before the closing date of the application/s so as to avoid last minute rushes;
- Employees residing and working in Gozo are to send their request for GP47, including all the relevant details mentioned in the first bullet, to the Education Office in Gozo via generic e-mail at [gp47.mgoz@gov.mt](mailto:gp47.mgoz@gov.mt), who shall liaise with the HR Directorate in Malta regarding the requests made.
- Employees who reside in Gozo but work in Malta and for logistical reasons prefer to collect the GP 47 from the Education Office in Gozo may likewise address their request at the e-mail shown in the preceding paragraph.
- Any queries regarding the Gozo applications may be addressed in the first instance to Mr Joseph Busuttill on telephone number 22156869 or, in his absence, to Ms

Frances Galea on telephone number 22156867. Queries regarding the GP 47 may also be made via the above-mentioned generic e-mail at [gp47.mgoz@gov.mt](mailto:gp47.mgoz@gov.mt).

- The GP47 is to be checked by applicant for correctness and if clarifications on the information stated in the GP47 are required, applicants are to contact either the Records Section in case query concerns Section A of the form or the Leaves Section in respect of details in Section B. The generic e-mails are [records.mede@gov.mt](mailto:records.mede@gov.mt) and [leaves.mede@gov.mt](mailto:leaves.mede@gov.mt) respectively.
- The GP 47 shall be ready for collection, during office hours, from either the Customer Care Section, Education Building, Great Siege Road, Floriana or the Education Office, Triq l-Ewropa, Victoria, Gozo as the case may be, after three (3) working days following the request made by e-mail and shall be handed to applicants on presentation of an identity document.
- Completed Service and Leave Record Form (GP47) shall be collected by hand. In instances where an applicant cannot personally collect the GP47, a written consent by the applicant authorizing another person to collect it on his/her behalf is to be sent with bearer, who shall also present his/her identity document.

Heads are to ensure that all employees confirm that they have seen the circular by signing a copy thereof.



Andre Vassallo Grant  
Director General Support Services