

OFFICE OF THE HEAD OF LOCAL GOVERNMENT SERVICE (OHLGS)

*In case of reply, the number
and date of this letter
should be quoted.*



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Our Ref: LGSS/FC/45/06

Date: 5TH JAN, 2017

Your Ref:

SUBMISSION OF ANNUAL EVALUATION REPORTS ON THE PERFORMANCE CONTRACTS FOR 2016 (RCCs AND MMDAs)

In reference to the Performance Contracts between Hon. Regional Minister and Regional Coordinating Director and Hon. District Chief Executives and District Coordinating Directors (Annex 1, Section 2), I wish to inform you that the Regional Coordinating Director of the RCC is to undertake the following activities by their corresponding time schedules:

1. Prepare an evaluation report on the Performance Contract between Hon. Regional Minister and Regional Coordinating Director and submit the evaluation report to Head of Service by 31st January 2017;
2. Inform Coordinating Directors of MMDAs in the region to prepare an evaluation reports on the Performance Contracts between their Hon. District Chief Executives and District Coordinating Directors and to submit evaluation reports to the Regional Coordinating Director of the RCC by 23rd January 2017;
3. Prepare a report indicating a summary on number of reports received from MMDAs, total evaluation score of each MMDA, general comments on the performance of MMDAs and other comments and submit same together with individual MMDAs' reports to Head of Service by 31st January, 2017;

The formats for the Annual Performance Evaluation Report for RCCs and MMDAs can be downloaded from LGS website(www.lgs.gov.gh).

Please do not hesitate to contact the Human Resource Development Directorate and the Management and Technical Services Directorate of OHLGS for any clarification and assistance.

Counting on your cooperation.



CALLISTUS MAHAMA (PhD)
HEAD OF SERVICE

THE REGIONAL COORDINATING DIRECTOR, ARCC, KUMASI
THE REGIONAL COORDINATING DIRECTOR, BARCC, SUNYANI
THE REGIONAL COORDINATING DIRECTOR, CRCC, CAPE COAST
THE REGIONAL COORDINATING DIRECTOR, ERCC, KOFORIDUA
THE REGIONAL COORDINATING DIRECTOR, GARCC, ACCRA
THE REGIONAL COORDINATING DIRECTOR, NRCC, TAMALE
THE REGIONAL COORDINATING DIRECTOR, UERCC, BOLGATANGA
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