



The Government of the Republic of Trinidad & Tobago

PERSONNEL DEPARTMENT

Office of the Chief Personnel Officer

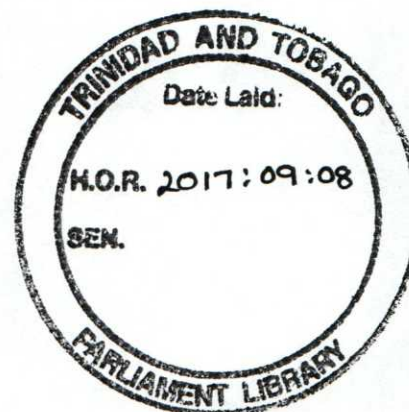
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PD(csd):3/4/10

July 04, 2017

Mrs. Jacqui Sampson-Miguel
Clerk of the House
Parliament
Levels G-8, Tower D
The Port of Spain International
Waterfront Centre
1A Wrightson Road
PORT OF SPAIN



Dear Ms. Sampson-Miguel

**The Third Report of the Public Administration and Appropriations Committee, Second Session,
Eleventh Parliament, on an examination of the System of Inventory Control within the
Public Service**

Reference is made to your memorandum Parl:5/7/22 dated May 26, 2017 on the captioned subject. My comments, findings and action taken are presented below.

Tagging of the Department's Inventory

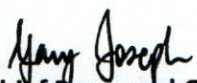
The Personnel Department has completed the tagging of one hundred per cent (100%) of its inventory.

Filling of the vacancy of Administrative Officer II

The Department has been liaising continuously with the Service Commissions Department to fill the vacant office of the Administrative Officer II (AO II).

A memorandum dated August 25, 2016, requesting the services of an AO II, was forwarded to the Director of Personnel Administration. This was followed by a reminder memorandum dated October 26, 2016, as well as follow up telephone calls. At present, visits are being made to the Service Commissions Department to discuss the provision of a suitable officer for that vacancy.

Yours sincerely


Chief Personnel Officer (Ag.)

