

FROM: Permanent Secretary
Ministry of Education and Culture

TO: Heads of Divisions, Principals All Secondary,
Intermediate and Primary Schools

DATED: 29th June, 1972

SUBJECT: Proper channels of communication with Ministry
of Education and other Ministries/Departments

1. All Public Officers and members of the Teaching Service are reminded that official correspondence with the Ministry of Education and Culture should be addressed to the Permanent Secretary, Ministry of Education and Culture.
2. Teachers are advised to forward correspondence through the Principal of the school to which they are assigned. The Principal should then submit same through the School Supervisor of the area.
3. Public Officers are advised to forward correspondence through the Head of the Division/Section/Department to which they are allotted.
4. Correspondence with other Ministries and Departments should be addressed - u.f.s. Permanent Secretary, Ministry of Education and Culture, and submitted for transmission in the manner outlined above.

Harold Leacock
Permanent Secretary
Ministry of Education and Culture