



LAGOS STATE GOVERNMENT

Ref. No: CIR/HOS/"22/Vol.1/073

Office of the Head of Service,
Public Service Office,
The Secretariat,
Alausa-Ikeja.

19th December, 2022

CIRCULAR NO: 073

THE DEPUTY GOVERNOR

THE RT. HONOURABLE SPEAKER OF THE HOUSE OF ASSEMBLY

THE CHIEF JUDGE

SECRETARY TO THE STATE GOVERNMENT

CHIEF OF STAFF

HONOURABLE COMMISSIONERS/ SPECIAL ADVISERS

PERMANENT SECRETARIES / TUTORS-GENERAL

CLERK, STATE HOUSE OF ASSEMBLY

STATE AUDITOR-GENERAL

AUDITOR-GENERAL FOR LOCAL GOVERNMENTS

CHAIRMEN, LOCAL GOVERNMENT COUNCILS/ LOCAL COUNCIL DEVT. AREAS

CHAIRMAN, CIVIL SERVICE COMMISSION

CHAIRMAN, HEALTH SERVICE COMMISSION

CHAIRMAN, JUDICIAL SERVICE COMMISSION

CHAIRMAN, AUDIT SERVICE COMMISSION

CHAIRMAN, LOCAL GOVERNMENT SERVICE COMMISSION

CHAIRMAN, TEACHING SERVICE COMMISSION

CHAIRMAN, LAGOS STATE HOUSE OF ASSEMBLY SERVICE COMMISSION

CHAIRMAN, LAGOS STATE PENSION COMMISSION

CHAIRMAN, LAGOS STATE INDEPENDENT ELECTORAL COMMISSION

CHAIRMAN, STATE SPORTS COMMISSION

CHAIRMAN, STATE UNIVERSAL BASIC EDUCATION BOARD

CHAIRMAN, LAGOS STATE PRIMARY HEALTHCARE BOARD

EXECUTIVE CHAIRMAN, LAGOS STATE INTERNAL REVENUE SERVICE

HEADS OF EXTRA-MINISTERIAL DEPARTMENTS

CHIEF EXECUTIVE OFFICERS OF PARASTATAL ORGANISATIONS

CHIEF REGISTRAR OF THE HIGH COURT OF LAGOS STATE

HEADS OF TERTIARY INSTITUTIONS

CHIEF MEDICAL DIRECTOR/MEDICAL DIRECTORS OF HOSPITALS

HEADS OF ADMINISTRATION OF LOCAL GOVERNMENTS /LOCAL COUNCIL DEV. AREAS

DIGITAL SUBMISSION OF STATE PROGRAMMES/EVENTS/NATIONAL AND INTERNATIONAL DAYS FOR YEAR 2023

In a bid to collate all State Programmes/Events and commemorated National/International Days for the attendance of Mr. Governor and/or his representatives in Y2023, it is hereby notified for general information that submissions of proposed Programmes/Events of respective Ministries, Departments and Agencies (MDAs) shall be submitted to the Office of the Head of Service digitally through: pssp@lagosstate.gov.ng.

2. Consequently, respective MDAs are expected to forward their returns for inclusion in the Y2023 Calendar of State Programmes / Events on or before **Friday, 6th January, 2023** using the template presented below:

S/N	MDA	EVENT	NATURE (GLOBAL, REGIONAL, STATE, LOCAL.)	MONTH/DATE	VENUE	REMARKS

3. For further explanations on the submission process, kindly contact the **Public Service Standard and Performance Directorate (PSSP)** via fligali@lagosstate.gov.ng or Tel: 08039446366

4. Please, note that late submission(s) will not be entertained. Consequently, MDAs are hereby enjoined to make prompt submissions, noting that Programme/Event that is **not** submitted for inclusion in the Y2023 State Calendar Programme/Event, **on or before 16th January, 2023**, shall not be accommodated in Mr. Governor's Manifest.

5. This Circular supersede Circular 072 of 19th December, 2022.

6. Accordingly, Accounting Officers are enjoined to note the contents of the Circular for compliance and Service-wide publicity.

Hakeem Muri-Okunola
Head of Service