



# CIRCULAR MEMORANDUM NO. 1 OF 2013

**MY REF:** GEN/4/01/01/13 (1)  
**FROM:** Chief Executive Officer, Ministry of the Public Service and Elections & Boundaries  
**TO:** Office of the Governor General, Chief Justice, Auditor General, Contractor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: An Employee Assistance Policy for the Belize Public Service**

**DATE: 2 April 2013**

Further to Circular Memorandum Ref Gen/18/02/13 (12), dated 15 March 2013, the Ministry will be conducting a repeat of the Needs Assessment Survey on **Tuesday, 9 April 2013**, to facilitate the participation of officers who were required, but unable, to attend one of the previously held sessions. Officers are therefore being asked to kindly attend one of the following sessions that is most practical and convenient to them.

Belmopan	Belmopan Hotel	9, 10 or 11am
Belize City	ITVET	2, 3 or 4pm

The attendance by officers at these sessions is vital in order that the representative sample that will inform the policy is validated.

The Ministry reiterates that the purpose of the policy is to serve the personal and professional needs of public officers.

Chief Executive Officers and Heads of Department are, once again, implored to ensure the attendance of officers to the sessions. Attached is the complete list of officers who are to participate in the Needs Assessment Survey.

SigPlus! Signed to: Pages 1 - 1  
  
Wed Apr 2013 04/03/13 11:18:12

Freya Parham-August  
For Chief Executive Officer

cc: GEN/18/02