

# RONGO UNIVERSITY

OFFICE OF THE DEPUTY VICE CHANCELLOR  
ADMINISTRATION, FINANCE & PLANNING

## INTERNAL MEMO

FROM: Deputy Vice Chancellor – AFP

DATE: 27<sup>th</sup> July, 2018

TO: All Staff

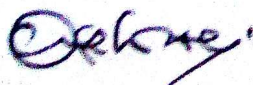
REF: RU/DVCAFP/1/18

REF: 2017/2018 VALUES & PRINCIPLES COMPLIANCE EVALUATION

According to the leadership and Integrity Act 2012, all Public Officers are expected to fill out the Schedule of Registrable Interests.

In line with this, all staff at the University are expected to:-

1. Fill the Schedule of Registrable Interests form which can be downloaded from the Public Service Website. A copy has been forwarded to your emails.
2. Submit a soft copy of dully filled form to the Public Service Commission on the following email address:-[ethics@publicservice.go.ke](mailto:ethics@publicservice.go.ke) as soon as possible but not later than Monday 30<sup>th</sup> July, 2018 at 10.00 a.m.
3. Print and submit a hard copy of the filled form to the Human Resource Office not later than 30<sup>th</sup> July, 2018 at 4.00 p.m for onward transmission to Public Service Commission.
4. Ensure that you sign the submission register at the Human Resource Office.
5. All Deans, Directors, Heads of Departments and Sections should ensure total compliance by respective staff.



ENG. PROF. STANLEY. M. SHITOTE  
DEPUTY VICE CHANCELLOR- AFP

Cc. RUMB