NEWSLETTER February & March 2016.

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**Ministry of Health**

Human Resource section

***Warmest Greetings from your very own Human Resources Management Section:***

Welcome to the 17th edition of our Newsletter, with the sincere wish, you are in the best of health fulfilled with the strength to endure and that the true Spirit of the Risen Christ encompasses all Staff of the Ministry wherever you may be stationed at.

HRM Section on this edition will attempt to give you all that hasbeen happening particularly with all staff activities during the months of January, February and March 2016.

***Mālō.***

**2**. **Word for Today: “The Good Shepherd”.**

**"He calleth his own sheep by name." -** [***John 10:3***](https://tongaexchange1.usp.ac.fj/owa/redir.aspx?C=F20blu-QRUqjI1hAquYr5QLpURk9vtIIWONXtHkfyjEB4wDvyRJnnR5zGydu0ZO7qMRUyt4p0wk.&URL=http%3a%2f%2fthevinetoday.us9.list-manage.com%2ftrack%2fclick%3fu%3d10b27442c6fd854c5c88cc35a%26id%3de265431f52%26e%3d30396c1833)

Christ the Good Shepherd is the owner of his sheep. There is something very sweet in the thought that Christians are Christ's *own*. It suggests how dear they are to him. "Having loved *his own* which were in the world, he loved them unto the end." Thethought also brings with it the assurance of love and care. His will is that "his own" shall be with him in heaven for ever. The thought suggests also much about our duty to Christ. If we are of "his own", he has the entire right to the disposal of our lives and our services. We are Christ’s very own. What great comfort knowing well that whatever and wherever we maybe, He has got us all covered.

1. **PUBLIC SERVICE COMMISSION DECISIONS FOR**

1. 2015.
2. **Mrs. ‘AlisiPiuelaFifita,** Senior Public Health Sister, PSC Decision #453 on 17th July 2015 approved for extension of one (1) year due to the exigencies of the service with effect from 25 February 2016.
3. **Mr. SiosifaKafa,** Transport Supervisor, PSC Decision #493 on 21st Aug. 2015 be extended due to the exigencies of the service
4. **PUBLIC SERVICE COMMISSION DECISIONS FOR**
5. **PUBLIC SERVICE COMMISSION DECISIONS FOR JANUARY, FEBRUARY, MARCH 2016:**
	1. ***APPOINTMENTS:***
6. **Dr. Falahola-‘oe- LangiFuka,** PSC Decision #75 on 19th Feb. 2016 approved to be re-appointed as a Daily Paid Senior Medical Officer with effect from 4 January 2016.
7. **Dr. SeluvaiaFatafehiTaunaholo,**PSC Decision #77 on 26thFeb.2016be appointed to the position of Medical Officer, Level 9/7/6 plus 5% COLAcommencing at Point 2 of the Salary scale effective on 4th January 2016.
8. **Dr. James StandfordDaniellaHeimuli,** PSC Decision #77 on 26thFeb.2016be appointed to the position of Dental Officer, Level 9/7 plus 5% COLA commencing at Minimum Point of the Salary scale effective on 4th January 2016.
9. **Dr. Mele LikivaiFoliaki,** PSC Decision #77 on 26thFeb.2016be appointed to the position of Dental Officer, Level 9/7 plus 5%COLA commencing at Minimum Point of the Salary scale effective on 4th January 2016.
10. **Miss SiutaisaKoloveKatoanga,** PSC Decision #77 on 26thFeb.2016be appointed to the position of Radiographer Graduate, Level 9 plus 5% COLA commencing at Minimum Point of the Salary scale effective on 4th January 2016.
11. **Mr Fakapulia Paea Bloomfield,** PSC Decision #77 on 26thFeb.2016be appointed to the position of Radiographer Graduate, Level 9 plus 5% COLA commencing at Minimum Point of the Salary scale effective on 4th January 2016.
12. **Miss LitiaMoala ‘Ahoafi,** PSC Decision #77 on 26thFeb.2016 be

appointed to the position of Pharmacist Graduate, Level 9 plus 5%

COLA commencing at Minimum Point of the Salary scale effective on 4th January 2016.

1. **Miss Mele TinasalaVunipola,** PSC Decision #78 on 26thFeb.2016be appointed to the position of Health Promotion Officer Graduate, Level 9 plus 5% COLA commencing at Minimum Point of the Salary scale effective from the date of assumption of duty.
2. **Dr. MeleʻanaʻAmituanaʻi,** PSC Decision #106 on 11th Mar.2016be appointed to the position of Medical Officer, Level 9/7/6; commencing at Point 2 of the Salary scale plus 5% COLA effective from the date of assumption of duty.

***3.2.PROMOTIONS:***

1. **Miss LetiFinau**, promoted to the position of Nursing Sister Graduate PSC Decision #3, dated 15th Jan. 2016, Level 11/9 plus 5% COLA with effect from the date of assumption of duty in the approved position.
2. **MrsMaliaVakaʻuta T. Halaʻapiʻapi,** promoted to the position of Nursing Sister Graduate PSC Decision #3, dated 15th Jan. 2016, Level 11/9 plus 5% COLA to be paid at the minimum point of the salary scale with effect from the date of assumption of duty in the approved position.
3. **Mrs Mele Lolohea,** promoted to the position of Nursing Sister Graduate PSC Decision #3, dated 15th Jan. 2016, Level 11/9 plus 5% COLA with effect from the date of assumption of duty in the approved position.
4. **Mrs ‘AkataSaafi,** PSC Decision #33 dated 1st Feb.2016 be promoted to the position of Public Health Inspector Grade 1, Level 11/10 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.
5. **Mr Ronny Fono,** Health Administrator, Ministry of Health be transferred and promoted to the position of Senior Assistant Secretary, Office of the Public Service Commission and be paid at the minimum point of the Level 7 salary scale effective from the date of assumption of duty in the approved position, PSC Decision #58 dated 15th Feb.2016.
6. **Dr. TevitaMotumanoTuʻungafasi,** PSC Decision #122 dated 18th Mar.2016be promoted to the position of Medical Officer Special Grade, Level 5 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.
7. **Dr. ‘AnaukiMuliMahe,** PSC Decision #122 dated 18th Mar.2016 be promoted to the position of Medical Officer, Level 9/7/6 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.
8. **Mr. Lei ‘Aloha Makaafi,** PSC Decision #122 dated 18th Mar.2016 be promoted to the position of Senior Radiology Technologist, Level 7 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.
9. **MrsMaliaLosalioL.K.Folau,** PSC Decision #122 dated 18thMar.2016 be promoted to the position of Nursing Sister Graduate, Level 9 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.
10. **MrsHolaki he MoʻuiMoimoi,** PSC Decision #122 dated 18th Mar.2016 be promoted to the position of Nursing Sister Graduate, Level 9 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.
11. **Miss Salome ‘AtelaiteMoimoi,** PSC Decision #122 dated 18th Mar.2016 be promoted to the position of Nursing Sister Graduate, Level 9 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.
12. **MrsKalolaineSinipataMalolo,** PSC Decision #122 dated 18th Mar.2016 be promoted to the position of Nursing Sister Graduate, Level 9 plus 5% Cola of the salary scale effective from the date of assumption of duty in the approved position.

***3.3EXTENSION OF SERVICE:***

1. **Mr. MoseseNai ‘Ilangana,** Assistant Pharmacist Grade 1 PSC Decision #11 dated 15th Jan.2016 recommendations are approved that the service of Mr. Mosese N. ‘Ilangana be extended as Final extension due to the exigency of service as from 19th Sept. 2015 to 31st Dec. 2016. That Mr. ‘Ilangana be allowed to retire from the public service with effect from 01 January 2017.
2. **MrsLatuUtaSoakai,** Principal Medical Scientist, PSC Decision #83 dated 26th Feb.2016 be extended due to the exigencies of the service with effect from 6th October 2016 to 31st December 2019.
	1. ***RESIGNATIONS:***
3. **Mr TolungeauFahamokioa,** Sterile Supply Assistant, PSC Decision #86 dated 15th Feb.2016 recommendations are approved that the resignation of Mr. TolungeauFahamokioa be accepted with effect from 18th Nov. 2015.
4. **Mrs Manu Lutui ‘Ofa,** Staff Nurse Diplomate, PSC Decision #128 dated 18th Mar.2016 recommendations are approved that the resignation of Mrs Manu Lutui ‘Ofa be accepted with effect from 7th Apr.2015.
5. **Dr. TongovuaHikilaFifita,** Dental Officer, PSC Decision #25 dated 22nd Jan.2016 recommendations are approved that the resignation of Dr. TongovuaHikilaFifita be accepted with effect from 4th Feb.2016.
	1. ***RETIREMENTS:***
6. **Mrs ‘AilineFosita,** Domestic Supervisor, PSC Decision #27 dated 22nd Jan.2016 recommendations are approved that Mrs. ‘AilineFosita be allowed to retire from the Public Service with effect from 1st Jan.2016.
7. **MrsVikaKakau,** Wardsmaid, PSC Decision #29 dated 22nd Mar.2016 recommendations are approved that Mrs. VikaKakau be allowed to retire from the Public Service effective on 22nd Dec.2015, that her years of pre-pensionable service be recognized through granting of increments be taken into account when computing their benefits.
8. **Mr SiosifaKafa,** Transport Supervisor, PSC Decision #29 dated 22nd Mar.2016 recommendations are approved that Mr. SiosifaKafa be allowed to retire from the Public Service effective on 1st Jan.2016,that his years of pre-pensionable service be recognized through granting of increments be taken into account when computing their benefits.
9. **Mr Setelo ‘Akau,** VIP Driver, PSC Decision #29 dated 22nd Mar.2016 recommendations are approved that Mr. Setelo ‘Akau be allowed to retire from the Public Service effective on 15th Feb.2016, that his years of pre-pensionable service be recognized through granting of increments be taken into account when computing their benefits.
10. **DrFilimotoMakameoneTaumoepeau**Obstetrician/Gynecologist,

PSC Decision #37, 1st Feb.2016be allowed to retire from the Public Service effective from 1st Jan.2016.

* 1. ***RESCIND PUBLIC SERVICE COMMISSION DECISION No.607,13th Nov.2015.***
1. That Public Service Commission Decision No.607 of 13 November, 2015 regarding promotion of Dr. AlameaFulivai ‘Aholelei, Medical Officer Special Grade, to the position of Chief Medical Officer in the same Ministry be rescinded.
	1. ***SECONDMENT:***
2. Mr Tuʻamelie Paea, Senior Computer Programmer, PSC Decision #113 dated 11th Mar.2016 be seconded to the Climate Resilience Sector Project under the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications for 10 months on the following periods:
3. 16th March 2016 – 18th July 2016.
4. 2nd January 2017 –30th June 2017.

* 1. ***INCREMENTAL CREDIT:***
1. **MrsLingisivaLeti Blake Lavaka,** Computer Assistant, PSC Decision #43 dated 5th Feb.2016 be awarded one increment in recognition of her successful completion of a Diploma in Accounting Studies from Tonga Institute of Higher Education with effect 9 December 2015 (i.e. the date of official notification).
	1. ***SPORTING TOUR:***
2. **Dr. ‘AmanakiFakakovikaetau,** Chief Dental Officer, PSC Decision #91 dated 26th Feb.2016 be granted sporting tour leave with effect from 12-22 Feb.2016 in order to participate as the Manager for the Badminton Athletes for the Oceania Team Champsionships to be held in Auckland, New Zealand.

**Gentle Reminders…Thank you.**

**PMS and JDs forms due:**

After a successful series of workshops for all staff of the Ministry at Vaiola Hospital (March 1st – 10th 2016) with the exception of the Nursing Division, covering topics such as MOH Corporate Plan, Organizational Structure, AMP, JDs, PMS and PMS template, everyone is hereby reminded of submitting to HR staff (SulietiTopui and Belinda Halatanu) your amended forms by 8th April 2016.

Thank you ever so very much to the Laboratory Section and Psychiatry Ward for submitting your amended forms well ahead of time.

**4. Staff Identification card:**

**4.1Please note well, issuance of id. Card:**

* First time, is given to you free.
* If the id. Card is damaged or lost, a fee of $5.00 is charged for re-issue.

Please refer to Miss Moe Veikoso, HR Office for issues regarding your id. Card. Malo.

**4.2 Visa applications:**

Softly everyone, if you are thinking of applying for a visa to travel during your leave or for any other purpose to travel overseas, please bring along your approved leave form by the CEO plus other information relevant to your pending travel. This will be of great help to have your letter readied for pick up. Malo, SulietiTopui.

**4.3 Defer Overtime Leave:**

Finally, if you are applying for Defer Overtime Leave, ensure that your application form for leave has attached as well, your overtime claim form. This will make ease the granting of leave.

**Remember please…**

For news, information or anything you would like to share with us all, contact us at telephone 28-233, ext. 1440 or 1422.

1. In-service Training, every Thursday at 12.00 noon, Admin. Conference Room, unless there be changes.
2. Call ext. 1400/1433 to check your airmail.

***Malo ‘aupito and hoping you enjoyed reading. Stay blessed everyone until our next edition…***