

NGORA DISTRICT LOCAL GOVERNMENT

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Office of the Chief Administrative
Officer,
Ngora District Local Government,
P.O. Box 31

Friday, March 27, 2020


To all staff,
Ngora District Local Government
NGORA

WORK ROTATION AT NGORA DISTRICT HEADQUARTER OFFICES FOR THE WEEK ENDING 3RD APRIL 2020

1. In accordance with the additional measures announced by H.E. the President of the Republic of Uganda regarding the prevention of the spread of Covid-19 on 25th March 2020 and in accordance with circular letter No. 03 of 2020 PMD 80/80/01 issued by the Permanent Secretary Ministry of Public Service on 25th March 2020, I hereby issue the following work rotation for the week ending 3rd April 2020 to ensure continued decongestion of Ngora District Headquarter offices.
2. The key deliverables for the week will among others include: April 2020 payroll updates; clearing payments for service providers; laying the budget for FY 2020/21, the 3rd draft DDP 2020/21 - 2024/25 and associated documents to DEC; preparation and verification of interim certificates for ongoing civil works; finalization of the preparation of farmers for season "A" 2020; and monitoring COVID-19.
3. All staff providing health services in the district will continue to perform their duties on full time basis.
4. For the week ending 3rd April 2020, the following staff will be required to work from their offices as per the dates against their name:
 - i. Mr. Elungat Charles Kejju, Chief Finance Officer [fulltime];
 - ii. Mr. Ochung Mathew Moses, District Education Officer [30th to 31st March 2020];



- iii. Mr. Gad Olupot, PAS [30th to 31st March 2020];
 - iv. Ms. Asio Priscilla Margery, Head Planning Unit [30th to 31st March 2020]
 - v. Mr. Otwao Dennis Geoffrey, Head Internal Audit [30th to 31st March 2020];
 - vi. Mr. Oluka Jacob, Ag. DPMO [fulltime];
 - vii. Mr. Richard Okiror Ag. District Engineer [fulltime];
 - viii. Mr. Ojukol Joseph, SHRO [30th to 31st March 2020];
 - ix. Mr. Eguny Francis, Ag. Head CBS [30th to 31st March 2020];
 - x. Mr. Esiat Richard Okurut, Senior Procurement Officer [fulltime]
 - xi. Ms. Asio Agnes, HRO [1st to 3rd April 2020];
 - xii. Ms. Awekonimungu Margaret W, Ag. Environment Officer [30th to 31st March 2020];
 - xiii. Ms. Joan Apolot, Records Officer [30th to 31st March 2020];
 - xiv. Ms. Among Rita, Assistant Inventory Management Officer [30th to 31st March 2020];
 - xv. Ms. Iboyo Florence, office typist [30th to 31st March 2020];
 - xvi. Ms. Ikiria Samalie, Stenographer Secretary [30th to 31st March 2020]
 - xvii. Ms. Akamo Elizabeth, office typist [1st to 3rd April 2020];
 - xviii. Ms. Ikoolit Susan, Assistant Accountant [30th to 31st March 2020];
 - xix. Mr. Opus Emmanuel, Assistant Accountant [30th to 31st March 2020];
 - xx. Mr. Abeku Simon Peter, Office Attendant [30th to 31st March 2020];
and
 - xxi. Ms. Alice Among, Office Attendant [1st to 3rd April 2020]
5. All staff not on the work rotation will continue to work from home but will remain on call for any support that may be needed from time to time.

 
CHIEF ADMINISTRATIVE OFFICER
NGORA DISTRICT

Mawejje Andrew

**CHIEF ADMINISTRATIVE OFFICER/ACCOUNTING OFFICER VOTE 603
NGORA DISTRICT**

DISTRIBUTION

The Resident District Commissioner - Ngora District
The District Chairman - Ngora District
The District Speaker - Ngora District