

**PART II**

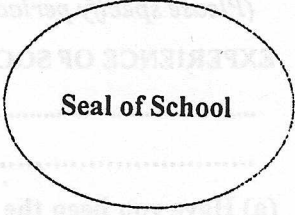
To be filled by Headmaster/Head of School

**Adhoc Report on**

- 1. Work: .....
- 2. Conduct: .....
- 3. Attendance: .....
- 4. Attitude to work:.....
- 5. Interpersonal skills (Including relationship with other colleagues and clientele of the school):  
.....  
.....
- 6. Whether officer has taken/takes part in extra curricular activities: Answer Yes/No.....  
If yes, please specify .....
- 7. Willingness to accept and assume responsibility:  
.....  
.....

.....  
**Signature of Headmaster/Head of School**  
\*Please delete whatever is not applicable

Name (In full): .....  
Designation: .....  
Office Phone No. ....  
Date: .....



**PART III**

To be filled by Manager, HR (Education Zone):

- (a) Record of Sick Leave:  
2020: ..... days      2021: ..... days      2022: ..... days      2023: ..... days (to date)
- (b) Has officer been subject to any disciplinary action: Answer Yes or No: .....  
If yes, please give details  
.....  
.....  
.....

(c) I certify that particulars under Parts I and III have been verified and found correct.

Signature: .....  
Name: .....  
(In full)  
Designation: .....  
Date: .....

