

Public Service  
Reform

**ED1/1 VOL.IV/182**

Office of Establishments and Training,  
Office of the Head of Service,  
Governor's Office,  
Akure.

6<sup>th</sup> September, 2021.

**CIRCULAR LETTER TO:**

The Chief of Staff to Mr. Governor,  
The Deputy Chief of Staff (Deputy Governor),  
The Secretary to the State Government,  
Office of the Head of Service,  
State Commissioners,  
Special Advisers,  
Chairmen of Commissions/Boards/Agencies,  
Senior Special Assistants to Mr. Governor,  
Permanent Secretaries/Tutors-General/Directors-General,  
The Clerk, Ondo State House of Assembly,  
The Chief Registrar,  
The State Auditor-General,  
The Auditor-General for Local Governments,  
General Managers/Heads of Non-Ministerial Departments,

**RE-INVITATION OF MR GOVERNOR TO PROGRAMMES AND FUNCTIONS BY  
MINISTRIES, DEPARTMENTS AND AGENCIES (MDS)**

Further to Government's directive vide Circular No. HE/COS/Vol.1/13 of 10<sup>th</sup> October, 2017 on the above subject, there is need to remind MDAs who are still in the habit of sending short notices to Mr Governor and/or turn in draft speeches late for their programmes/functions to desist from such conducts.

2. Henceforth, all MDAs are directed to send notices and draft speeches (hard and soft copies) of their programmes and functions which require attendance of Mr Governor to the Office of the Chief of Staff to Mr Governor **at least one week before the dates of the events**, failure which may warrant the cancellation of such programme.

3. Accounting Officers are to ensure strict compliance to the content of this circular.

4. Thank you.

**Dare-Atunse R.O (Mrs)**  
Permanent Secretary  
for: Head of Service