

## Institute for Education

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### LETTER CIRCULAR

**Information:** ✓

**Date:** 26<sup>th</sup> September 2016

**Action Required:** ✓

**Ref:** IfE 014/2016

**To:** Directors General, Directors, Asst Directors, Service Managers, Heads of Entities, College Principals, Heads of State and Non-State Schools, Private Secretaries to Minister and Parliamentary Secretary, Operations Department Staff, Office of the Permanent Secretary, MEDE Outstations

**From:** CEO Institute for Education

**Subject:** Position of Manager Programme Development, Coordination and Implementation

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Please bring the attached circular IfE/014/2016 to the notice of all concerned. Heads are advised to ensure that this circular is brought to the attention of all employees under their responsibility.

Joanne Grima

CEO Institute for Education