**McPHERSON UNIVERSITY, SERIKI SOTAYO, OGUN STATE**

**OFFICE OF …………………………**

**ADMINISTRATIVE AND PROFESSIONAL STAFF**

**RECOMMENDATION FOR PROMOTION OF (NAME OF STAFF) FROM THE POST OF (CURRENT POSITION) TO (PROMOTIONAL POSITION)**

**1.0 WORK HISTORY**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………………………………………………………………………………………………..` `

**2.0 JUSTIFICATION FOR RECOMMENDATION**

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**3.0 ANNUAL PERFORMANCE REVIEW SCORES FOR THREE YEARS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | **Name** | **DOA** | **Basic** | **Add** | **Date Of Last Prom.** | **Current Grade** | **Next Post** | **Grade** | **APER SCORES FOR 3 YEARS** | | | **AVE** | **Obsv.** | **Remk.** |
| **2020** | **2021** | **2022** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**KEY: DOA…. Date of Appointment Basic : Basic Qualification for the current Post Add……. Additional Qualifications**

**AVE: Average Score Obsev : Observation (Qualified /Not Qualified) Remk: Remarks Recommended/ Not Recommended**

**4.0 RECOMMENDATION**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**5.0 PRAYER : The University Appointments and Promotions Committee (Administrative & Professional Staff ) is requested to consider the recommendations above and approve that ……………………be promoted to the grade of …………………………on MUNTSS…………step……….. and with effect from ………**

Signature of Recommending Officer………………………………

Name of Recommending Officer…………………………………

Status of Recommending Officer…………………………………

Date:………………………………………………

Total score =

Total score ÷ 2