



MOI UNIVERSITY

Office of the Deputy Vice-Chancellor, Administration, Planning and Development

INTERNAL MEMO

FROM: Deputy Vice-Chancellor, (A,P&D)

DATE: 3rd September, 2020

TO: ALL Staff

REF: MU/ADM/1/6

SUBJECT: LIST OF STAFF DEPENDANTS

Reference is made to a memo REF: MU/ADM/1/6 dated 12th August, 2020 requesting all staff to update their list of dependants.

It has been noted that as at Monday, 2nd September, 2020, three weeks after the deadline, only 1611 staff have updated their lists of dependants.

Staff are informed that this exercise is important for planning purposes and all are expected to comply.

This is, therefore, to request staff who have not complied to dully fill the form and submit in soft copy through the email address personel@mu.ac.ke and hard copy delivered to the Main Campus Registry not later than Tuesday, 8th September, 2020.

Note that the list of dependant form can also be downloaded from the University website.

Kindly treat this matter as urgent.

A handwritten signature in black ink, appearing to read 'Daniel K. Tarus'.

3rd September, 2020

Prof. Daniel K. Tarus, Ph.D.

AG. DEPUTY VICE-CHANCELLOR, ADMINISTRATION, PLANNING AND DEVELOPMENT



(ISO 9001:2015 Certified Institution)