

**TONGA PUBLIC SERVICE  
ANNUAL PERFORMANCE SALARY MOVEMENT FORM**

<b>SECTION 1: EMPLOYEE DETAILS</b>	
Ministry/Office	
Employee Name	
Position Name	
Current Salary	
Salary Band	
Evaluation Period	
<b>SECTION 2: HEAD OF DIVISION RECOMMENDATION</b>	
<p>(1) Employee scored an Overall Performance Score of ..... in accordance with the outcome of the Performance Planning and Appraisal Form (PMS Form) and is therefore entitled to a..... % salary movement.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>(2) Employee scored an Overall Performance Score of ..... in accordance with the outcome of the Performance Planning and Appraisal Form (PMS Form) and is therefore <u>not entitled</u> to a salary movement.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>(3) Employee scored an Overall Performance Score of ..... in accordance with the outcome of the Performance Planning and Appraisal Form (PMS Form) and is therefore <u>not entitled</u> to a salary movement BUT is required to undergo a performance review on .....</p>	
<p>.....</p> <p><i>&lt;insert HOD name&gt;</i></p> <p><i>&lt;insert designation&gt;</i></p>	<p>.....</p> <p style="text-align: center;"><i>Date</i></p>
<b>SECTION 3: APPROVAL</b>	
<p>.....</p> <p><b>CHIEF EXECUTIVE OFFICER</b></p> <p>..... <i>(insert Ministry)</i></p>	
<p>.....</p> <p style="text-align: center;"><i>Date</i></p>	