

FRSC/HQ/CMO/PIO/494/VOL.VII/86

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Re: ADMINISTRATIVE INSTRUCTIONS (II) ON MANAGING THE END OF CYCLE ACTIVITIES FOR THE 2018 PERFORMANCE MANAGEMENT SYSTEM (PMS) - "MOCK RUN"

Reference:

- A. FRSC/HQ/CMO/PIO/494/VOL.VII/90 dated 20 Sept, 2018.
- B. FRSC/HQ/CMO/PIO/494/VOL.VII/94 dated 2 Oct, 2018.
- C. FRSC/HQ/CMO/PIO/494/VOL.VII/95 dated 2 Oct, 2018.
- D. FRSC/HQ/CMO/PIO/494/VOL.VII/85 dated 5 Dec, 2018.

The above subject refers.

2. Kindly recall the memo under reference 'D' which conveyed to you information on the re-configuration of the staff performance appraisal portal.

3. With the completion of the task, Corps Marshal has directed that we conduct an end-user test on the portal to ensure optimal service delivery.

4. In a bid to ensure seamless conduct of this exercise, you are hereby guided as follows:-

- a. The mock run exercise will be conducted Command-wide from 14th - 18th January, 2019.
- b. Staff are to check for notification letters in their email boxes or log directly into the portal (URL - apers.frsc.gov.ng) with their emails and PINs.
- c. Staff are to complete their e-APER forms and submit to their supervisors for appraisal after they have ensured that their bio-data and other credentials are Correct.
- d. Supervisors are to do same and forward to the review committee.
- e. The Chairman of the Review Committee to complete the APER forms and send to CS and AHR.
- f. Please note that the entire process will run concurrently and the portal will be shut on 19th Jan, 2019.
- g. Heads of AHR Command-wide in conjunction with Commands IT Officers are the responsibility officers for this exercise and are to ensure that the entire process is strictly complied with.

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- h. Staff who do not receive notification or have email login issues are to immediately contact the Officers designated to their respective Commands on the list shown below:-

CMD	NAME	E-MAIL	PHONE NUMBER
RSHQ	IDEHENRE O. GLORIA	og.idehenre@frsc.gov.ng	07035562578
	FLORENCE IHEGHILURU AZU	fi.azu@frsc.gov.ng	08037898898
	SAIDU SUNDAY	s.saidu@frsc.gov.ng	08033115128
RS1HQ	OGBOLE ENOKELA	e.ogbole@frsc.gov.ng	08032221825
	DANJUMA ALHERI	d.alheri@frsc.gov.ng	08052158796
	KOLAWOLE AJAYI	kk.ajayi@frsc.gov.ng	09055792549
RS2HQ	ARMAH F. OLUWAFUNSHO	fo.armah@frsc.gov.ng	08053575111
	OLUKAYODE OGUNDARE	oe.ogundare@frsc.gov.ng	08139131222
	UGBODU HENRY JOHN	hj.ugbodu@frsc.gov.ng	08036496796
RS3HQ	OBOT MICHAEL ANIEKAN	ma.obot@frsc.gov.ng	08039319867
RS4HQ	MATHIAS EBIEGA	am.ebiega@frsc.gov.ng	08037033334
	OLALEKAN J. ABIOLA	oj.abiola@frsc.gov.ng	08166228934
RS5HQ	SHALLOM A. OGBLECHI	sa.ogblechi@frsc.gov.ng	08032906758
	KEHINDE EMMANUEL BOLADE	ke.bolade@frsc.gov.ng	07065031032
RS6HQ	NKADI ESO EMMANUEL	ee.nkadi@frsc.gov.ng	08039294851
	MUHAMMAD A. BISSALLA	ab.mohammed@frsc.gov.ng	08063664389
RS7HQ	OGHARADORO FELIX OCHUKO	fo.ogharadoro@frsc.gov.ng	08028924274
	SALAMA ADAMU	ps.adamu@frsc.gov.ng	08035944753
RS8HQ	AYOKOREDE O. ABRAHAM	a.ayokorede@frsc.gov.ng	08058298365
	OGBOLE MARY OLIJE	mo.ogbole@frsc.gov.ng	08066840389
RS9HQ	PRAISE OLUWATOLA ADESOYE	po.adesoye@frsc.gov.ng	07063085803
	CYRIL CHUKS EBOKA	cc.eboka@frsc.gov.ng	07033261721
RS10HQ	ADEOYE JARE YINKA	jy.adeoye@frsc.gov.ng	08038365976
	GOYO HOIMA HILARY	hh.goyo@frsc.gov.ng	07085699844
RS11HQ	ARUWA MONDAY UNUBI	mu.aruwa@frsc.gov.ng	08036422468
	HENRY A. NELSON	nh.alozie@frsc.gov.ng	07033170501
RS12HQ	DAVID OLUSEGUN	o.david@frsc.gov.ng	07067363947
	ONOBRAEKPEYAN O. EMUOBOR	eo.onobra@frsc.gov.ng	08034181454

- i. Staff who forget their password are advised to use the "forgot password" application on the appraisal portal but must note that the system automatically shut you out after four (4) unsuccessful attempts at login in.
- j. Furthermore, Heads of AHR Command-wide are also to compile the list of Staff who do not receive appraisal notification or have other associated challenges and forward same to:-
- pio@frsc.gov.ng
 - The email of the Officers designated to your Command.

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5. Commanding Officers are to ensure strict supervision of this mock run for all Staff under their purview.
6. Treat as imperative and accord utmost priority, please.
7. Thank you.

07 Jan, 2019



CC Robert Ogom
Corps Commander
Head (PIO)
For: Corps Marshal

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