



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD  
BE ADDRESSED TO: THE FINANCIAL SECRETARY  
AND THE FOLLOWING REFERENCE NUMBER  
QUOTED:-  
Telephone No: (876) 922- 8600-16  
Website: [http:// www.mof.gov.jm](http://www.mof.gov.jm)  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE AND PLANNING**  
**PUBLIC SERVICE ESTABLISHMENT DIVISION**  
**30 NATIONAL HEROES CIRCLE**  
**KINGSTON 4**  
**JAMAICA**

December 5, 2012

**Circular No: 39**

**Ref. No: 03406**

**TO: PERMANENT SECRETARIES  
HEADS OF DEPARTMENT  
AGENCIES AND PUBLIC BODIES**

**MOU - CANTEEN, DAYCARE, HEALTH AND WELNESS FACILITIES**

Consequent on the signing of a Heads of Agreement between the Government and Unions representing Public Sector workers on May 31, 2012, a schedule of proposed economic and social benefits was appended with a view to having as many as possible actualized in the shortest possible time. These benefits are hoped to be non-monetary and cost-effective.

In this regard, all Permanent Secretaries, Heads of Departments, and Chief Executive Officers are being asked to provide information on the availability of facilities to accommodate the establishment and operation of the following:

- Canteen
- Day Care
- Health Wellness Facilities(GYM)

Please advise the Ministry of Finance Planning of the existing arrangement or plans if any, regarding these facilities within your organization. Also, kindly outline the availability of space, funds and any other pertinent information that will aid the decision making process.

All submissions should be made on or before **December 31, 2012**, and should be sent to:

Deputy Financial Secretary,  
Public Service Establishment Division,  
Ministry of Finance and Planning,  
30 National Heroes Circle,  
Kingston 4.  
Email - [erica.barnes@mof.gov.jm](mailto:erica.barnes@mof.gov.jm) copy [lorna.phillips@mof.gov.jm](mailto:lorna.phillips@mof.gov.jm)

Kindly ensure that this request is brought to the attention of all Agencies under your purview.

  
Devon Rowe  
Financial Secretary