

## **ANNEX A**

**Tasks that may be allowed to be accomplished outside the office:**

- 1. Research;**
- 2. Policy formulation/review/amendment;**
- 3. Project work, including but not limited to, drafting of proposals/project studies/training modules;**
- 4. Data encoding/processing;**
- 5. Adjudication of cases or review of cases, including legal work;**
- 6. Budget planning and forecasting;**
- 7. Recording, examination and interpretation of financial records and reports;**
- 8. Evaluation and formulation of accounting, auditing and management control systems;**
- 9. Computer programming;**
- 10. Database maintenance;**
- 11. Design work/drafting of drawing plans;**
- 12. reparation of information materials;**
- 13. Sending/receiving e-mail;**
- 14. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and**
- 15. Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.**