



KISII UNIVERSITY
INTERNAL MEMO
MEMORANDUM

TO: ALL STAFF (Mainstream Payroll)

FROM: Registrar (Administration)

REF: KSU/R(A)/06

DATE: 3rd August, 2018

SUBJECT: SUBMISSION OF "SCHEDULE OF REGISTRABLE INTERESTS"

Section 16(12) of the Leadership and Integrity Act, 2012, requires ALL Public Officers to declare their registrable interests by submitting a "Schedule of Registrable Interests" to the Public Service Commission (PSC). The schedule is a tool for the management of conflict of interest.

All members of staff are therefore directed to download a soft copy of the schedule from the University website, duly fill in the required details by typing, and then submit both **SOFT COPY** (through email: integrity@kisiuniversity.ac.ke) and **HARD COPY (to Salaries Section)** by latest **Wednesday 8th August, 2018** for onward submission to PSC. It is hereby emphasized that submission of both soft and hard copy is a **MUST**.

A sample dummy of a pre-filled schedule of registrable interest is also provided on the University website for your ease of reference.

Please treat this as URGENT!

Dr. Nyenze C.M, PhD.

Registrar (Administration)

CT: Vice-Chancellor - to note in file

All Heads of Departments

All Campus Director(s)

NCM/ro