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SUMMARY

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Bearing in mind that the complexity of economic relations between States impose transparency criteria conducive to combating the parallel economy, which is increasingly associated with tax fraud and other crimes that affect the essential balance of trade regulation and, consequently, development economy of the peoples;

Bearing in mind, furthermore, that the negative effects of corruption on tax revenues affect not only confidence in national and foreign public institutions, but also foreign investment and the confidence of economic operators;

Recognizing also that in carrying out their activities, the Customs Authorities must act in accordance with a set of rules of good administration, resorting to principles such as legality, transparency, participation, accountability, effectiveness and coherence;

Bearing in mind that integrity is a fundamental requirement for the exercise of its competences in the relations that it permanently maintains with citizens, economic operators, and their employees;

Considering that the Customs Authority, as a result of the Tax Reform underway, is going through an intense process of change, strongly influenced by technological transformations that generate great structural benefits, essentially aimed at document dematerialization, needing to frame its procedures in the best international practices with regard to the conduct and professional ethics of its employees, namely with regard to the fight against corruption;

Also considering the urgency of this assumption as an essential and decisive element for the excellence that are required of the Customs Authority of Timor-Leste and its employees;

So,

The Government resolves, under the terms of paragraph c) of article 116 of the Constitution of the Republic, the following:

1. Adopt the precepts contained in the Arusha Declaration, relative to Effective Management and Ethics in Customs Matters, adopted by the World Customs Organization, at the 81st/82nd Sessions of the Council, in Arusha, Tanzania, on 7

GOVERNMENT RESOLUTION No. 42/2016

December 6th

ADOPTION OF THE STANDARDS OF THE DECLARATION OF ARUSHA MAGAZINE, WORLD CUSTOMS ORGANIZATION

Considering that in an increasingly globalized world, customs administrations assume an increasingly decisive role in the pursuit of the national objectives of each State as a sovereign and independent entity, making a decisive contribution to national security, to the protection of its community and, at the same time, to trade facilitation and revenue enhancement;

July 1993, later revised in 2003, which is annexed to this • Resolution and forms an integral part of it.

2. Determine the implementation of the precepts of the Declaration to serve as guiding principles of the customs activity with regard to the fight against corruption.

Approved by the Council of Ministers on November 8, 2016.

Publish yourself.

The Prime Minister,

Dr. Rui Maria de Araujo

DECLARATION OF THE CUSTOMS COOPERATION COUNCIL ON GOOD ADMINISTRATION AND THE INTEGRITY IN CUSTOMS MATTERS

DECLARATION OF THE CUSTOMS COOPERATION COUNCIL ON GOOD ADMINISTRATION AND THE INTEGRITY IN CUSTOMS MATTERS

THE CUSTOMS COOPERATION COUNCIL¹

CONSIDERING that customs administrations around the world perform a number of very important tasks on behalf of their Governments and contribute to the achievement of national objectives such as revenue collection, community protection, trade facilitation and protection of national security;

RECOGNIZING that integrity is a primary issue for all nations and all Customs administrations and that corruption can seriously limit Customs' ability to effectively fulfill its mission, with the negative effects of corruption likely to include:

- diminished national security and community protection;
- tax fraud and diminished revenues;
- reduction of foreign investment;

increased expenses whose cost is ultimately borne by the community;

- maintenance of barriers to international trade and economic growth;
- reduced public trust in government institutions;
- reduced level of trust and cooperation between customs administrations and other government agencies;
- reduced level of voluntary compliance with customs laws and regulations; and
- weakening of staff morale and team spirit;

CONSIDERING whereas corruption can only be effectively tackled as part of a comprehensive national effort;

AFFIRMING that one of the priorities of any Government should be to guarantee Customs free from corruption. This requires firm political will and an ongoing commitment to the fight against corruption;

DECLARES that an effective national Customs program should include the following key factors:

1. Leadership and Commitment

The primary responsibility for preventing corruption rests with the Chief of Customs and its Executive Directors. Over the long term, it is necessary to maintain a high level of integrity and a commitment to fighting corruption. Customs officers and supervisors must assume a strong leadership role and accept an appropriate level of responsibility for maintaining high levels of integrity in all aspects of Customs work. Customs officials must demonstrate a clear and unequivocal emphasis on integrity and must be seen as an example of performance in accordance with the letter and spirit of the Code of Conduct.

2. Regulator Board

As far as possible, customs laws, regulations, administrative directives and procedures should be harmonized and simplified, so that customs formalities can be completed without undue difficulties. This process involves the adoption of internationally agreed conventions, other instruments and accepted standards. Customs practices must be reviewed and redesigned in order to eliminate bureaucracy and reduce unnecessary duplication. Moderate tax rates should be sought and exceptions to common rules should be minimized. Systems and procedures must comply with the International Convention for the Simplification and Harmonization of Customs Procedures (Revised Kyoto Convention).

3. Transparency

Customs customers are entitled to expect a high level of certainty and predictability from Customs. Customs laws, regulations, procedures and administrative directives must be made public, be easily accessible and be applied uniformly and consistently. It is important to clearly define the basis on which discretionary powers can be exercised. Administrative and resource assessment mechanisms should be established to provide clients with a mechanism to allow them to challenge or seek review of Customs decisions. Customer service tables or performance standards should be established so that customers know the level of service they can expect from Customs.

4. Automation

The automation/computerization of customs activities can improve efficiency and effectiveness and eliminate many opportunities for corruption. Automation can also increase the level of accountability and provide an audit trail that allows further monitoring and evaluation of customs decisions, as well as the exercise of official discretionary powers. Wherever possible automated systems should be set up in a way that minimizes the potential for improper exercise of official discretionary powers, personal contact between customs agents and customers, and physical handling and transfer of funds.

5. Reform and Modernization

Corruption typically occurs in situations where outdated and ineffective practices are employed and where clients have incentives to seek to avoid slow or cumbersome procedures by offering bribes or paying facilitation fees. Customs administrations must reform and modernize their systems and procedures to eliminate any apparent advantages that might be gained by circumventing official requirements. These reform and modernization initiatives must be broad and cover all aspects of Customs operations and functioning. The revised Kyoto Convention provides a solid point of reference for initiatives of this nature.

6. Audit and Investigation

Prevention and control of corruption in Customs can be facilitated through the implementation of various appropriate monitoring and control mechanisms, such as internal verification programs, internal and external audits, investigation and prosecution regimes. These regimes must strike a reasonable balance between positive strategies to encourage high levels of integrity and repressive strategies designed to identify instances of corruption and to discipline or criminally charge those involved. Customs personnel, customers and the general public should be encouraged to report corrupt, unethical or illegal activities, and this information should be promptly and rigorously investigated, ensuring the

source protection. It should also be possible to resort to independent anti-corruption agencies if complex or large-scale investigations are justified or if there are administrations where corruption is transversal.

7. Code of Conduct

One of the key elements of any effective integrity program is the development, issuance and acceptance of a comprehensive code of conduct that sets out in very practical and unambiguous terms the expected behavior of all Customs officials. The code should articulate sanctions for non-compliance, which should be calibrated to match the seriousness of the infringement and be supported by appropriate administrative and legislative provisions.

8. Human Resources Management

The implementation of good human resource management policies and procedures is very important in the fight against corruption in Customs. Among the human resource management practices that have proven useful in controlling or eliminating corruption in Customs are:

offer of salary, other remuneration and sufficient conditions to ensure that customs officials maintain a decent standard of living;

recruiting and retaining employees who have or are expected to maintain high levels of integrity;

- guarantee that employee selection and promotion procedures are free from bias and favoritism and that they are based on the principle of merit;

ensuring that decisions on placement, rotation and reallocation of staff take into account the need to eliminate possibilities of having customs staff occupy vulnerable positions for long periods of time;

provision of appropriate training and professional development to customs officials upon recruitment and throughout their careers, in order to continuously promote and reinforce the importance of maintaining high ethical and professional standards; and

- implementation of appropriate evaluation and performance management systems that reinforce sound practices and foster high levels of personal and professional integrity.

9. Morals and Organizational Culture

Corruption is more likely to occur in organizations where morale or team spirit is low and where customs officials do not take pride in their management's reputation. Customs officials are more likely to act with integrity when morale is high, when human resource management practices are fair and when there are reasonable opportunities to

career development and progression. Employees at all levels must be actively involved in the anti-corruption program and must be encouraged to accept an appropriate level of responsibility for the integrity of management.

10. Relationship with the Private Sector

Customs administrations should foster an open, transparent and productive relationship with the private sector. Customer groups should be encouraged to accept an appropriate level of responsibility for the problem and for identifying and implementing practical solutions. To this end, it may be useful for Customs and industry bodies to sign a Memorandum of Understanding. It may also be useful to develop codes of conduct for the private sector that clearly define standards of professional behavior. Sanctions associated with engaging in corrupt behavior need to be sufficient to deter groups of clients from paying bribes or facilitation fees in order to obtain preferential treatment.

We, the Members of the Customs Cooperation Council, we call on Customs administrations to implement comprehensive and sustainable action plans based on integrity, based on the essential principles outlined above, and on Governments, the private sector and members of the international community to support Customs in its fight against corruption.

Done at Arusha, Tanzania, this 7th day of July 1993 (81st and 82nd Sessions of the Council) and revised in June 2003 (101st and 102nd Sessions of the Council).

THE ARUSHA DECLARATION

DECLARATION OF THE CUSTOMS CO-OPERATION COUNCIL

CONCERNING INTEGRITY IN CUSTOMS

THE CUSTOMS CO-OPERATION COUNCIL¹

NOTING that Customs administrations throughout the world perform a number of vitally important tasks on behalf of their Governments and contribute to national goals such as revenue collection, community protection, trade facilitation and protection of national security;

ACKNOWLEDGING that integrity is a critical issue for all nations and for all Customs administrations and that the presence of corruption can severely limit Customs capacity to

effectively accomplish its mission. The adverse effects of corruption can include :

- reduction in national security and community protection;
- revenue leakage and fraud;
- a reduction in foreign investment;
- increased costs which are ultimately borne by the community;
- the maintenance of barriers to international trade and economic growth;
- a reduction in public trust and confidence in government institutions;
- a reduction in the level of trust and co-operation between Customs administrations and other government agencies;
- a reduction in the level of voluntary compliance with Customs laws and regulations; and
- low staff morale and “esprit de corps”;

CONSIDERING that corruption can be combated effectively only as part of a comprehensive national effort;

AFFIRMING that a priority for all Governments should be to ensure that Customs is free of corruption. This requires firm political will and a sustained commitment to the fight against corruption;

DECLARES that an effective national Customs integrity program must address the following key factors :

1. Leadership and Commitment

The prime responsibility for corruption prevention must rest with the head of Customs and the executive management team. The need for high levels of integrity must be stressed and commitment to the fight against corruption maintained over the long term. Customs managers and supervisors should adopt a strong leadership role and accept an appropriate level of responsibility and accountability for maintaining high levels of integrity in all aspects of Customs work. Customs managers should demonstrate a clear and unequivocal focus on integrity and be seen to set an example that is consistent with both the letter and spirit of the Code of Conduct.

2. Regulatory Framework

Customs laws, regulations, administrative guidelines and procedures should be harmonized and simplified to the greatest extent possible so that Customs formalities can proceed without undue burden. This process involves the adoption of internationally agreed conventions, other instruments and accepted standards. Customs practices should be reviewed and redeveloped to eliminate red tape and reduce unnecessary

duplication. Duty rates should be moderated where possible and exemptions to standard rules be minimized. Systems and procedures should be in accordance with the revised International Convention on the Simplification and Harmonization of Customs Procedures (Revised Kyoto Convention).

3. Transparency

Customs clients are entitled to expect a high degree of certainty and predictability in their dealings with Customs. Customs laws, regulations, procedures and administrative guidelines should be made public, be easily accessible and applied in a uniform and consistent manner. The basis upon which discretionary powers can be exercised should be clearly defined. Appeal and administrative review mechanisms should be established to provide a mechanism for clients to challenge or seek review of Customs decisions. Client service charters or performance standards should be established which set out the level of service clients can expect from Customs.

4. Automation

Automation or computerization of Customs functions can improve efficiency and effectiveness and remove many opportunities for corruption.

Automation can also increase the level of accountability and provide an audit trail for later monitoring and review of administrative decisions and the exercise of official discretion. Where possible, automated systems should be configured in such a way as to minimize the opportunity for the inappropriate exercise of official discretion, face-to-face contact between Customs personnel and clients and the physical handling and transfer of funds.

5. Reform and Modernization

Corruption typically occurs in situations where outdated and inefficient practices are employed and where clients have an incentive to attempt to avoid slow or burdensome procedures by offering bribes and paying facilitation fees. Customs administrations should reform and modernize their systems and procedures to eliminate any perceived advantages which might be obtained through circumventing official requirements. Such reform and modernization initiatives should be comprehensive in nature and focus on all aspects of Customs operations and performance. The Revised Kyoto Convention provides a sound reference point for such initiatives.

6. Audit and Investigation

The prevention and control of corruption in Customs can be assisted by the implementation of a range of appropriate monitoring and control mechanisms such as internal check programs, internal and external auditing and investigation and prosecution regimes. Such regimes should strike a reasonable balance between positive strategies to encourage high levels of integrity and repressive strategies designed to identify incidences of corruption and to discipline or prosecute those personnel involved. Customs personnel, clients and the general public should be encouraged to report corrupt,

unethical or illegal activity and, when such information is provided, it should be investigated in a prompt and thorough manner and sources should be protected. Where large scale or complex investigations are warranted or in administrations where corruption is widespread, there should also be recourse to independent anti-corruption agencies.

7. Code of Conduct

A key element of any effective integrity program is the development, issue and acceptance of a comprehensive code of conduct which sets out in very practical and unambiguous terms the behavior expected of all Customs personnel. Penalties for non-compliance should be articulated in the code, calibrated to correspond to the seriousness of the violation and supported by appropriate administrative and legislative provisions.

8. Human Resource Management

The implementation of sound human resource management policies and procedures plays a major role in the fight against corruption in Customs.

Human resource management practices, which have proven useful in controlling or eliminating corruption in Customs, include :

- providing sufficient salary, other remuneration and conditions to ensure Customs personnel are able to maintain a decent standard of living;

- recruiting and retaining personnel who have, and are likely to maintain, high standards of integrity;

- ensuring staff selection and promotion procedures are free of bias and favoritism and based on the principle of merit;

- ensuring that decisions on the deployment, rotation and relocation of staff take account of the need to remove opportunities for Customs personnel to hold vulnerable positions for long periods of time;

- providing adequate training and professional development to Customs personnel upon recruitment and throughout their careers to continually promote and reinforce the importance of maintaining high ethical and professional standards; and

- implementing appropriate performance appraisal and management systems which reinforce sound practices and which foster high levels of personal and professional integrity.

9. Morale and Organizational Culture

Corruption is most likely to occur in organizations where morale or 'esprit de corps' is low and where Customs personnel do not take pride in the reputation of their administration. Customs employees are more likely to act with integrity when morale is high, where human resource management practices are fair and where there are reasonable career opportunities

development and progression. Employees at all levels should be actively involved in the anti-corruption program and should be encouraged to accept an appropriate level of responsibility for the integrity of the administration.

10. Relationship with the Private Sector

Customs administrations should foster an open, transparent and productive relationship with the private sector. Client groups should be encouraged to accept an appropriate level of responsibility and accountability for the problem and the identification and implementation of practical solutions. The establishment of Memoranda of Understanding between Customs and industry bodies can be useful in this regard. Likewise, the development of codes of conduct for the private sector, which clearly set out standards of professional behavior, can be useful. Penalties associated with engaging in corrupt behavior must be sufficient to deter client groups from paying bribes or facilitation fees to obtain preferential treatment.

we, the Members of the Customs Co-operation Council, call upon Customs administrations to implement comprehensive and sustainable integrity action plans based on the key principles outlined above and on Governments, the business sector and members of the international community to support Customs in its fight against corruption.

Done at Arusha, Tanzania, on the 7th day of July 1993 (81st/82nd Council Sessions) and revised in June 2003 (101st/102nd Council Sessions).

MINISTERIAL DIPLOMA No. 66/2016

December 6th

THAT REGULATE THE PROCEDURE OF CARRYING OUT THE PERFORMANCE EVALUATION OF THE MANAGEMENT AND MANAGEMENT POSITIONS OF THE ESTABLISHMENTS INTEGRATED BASIC EDUCATION

Preamble

The provision of quality education is directly related to the effective management of the school establishment. The Management Office of the Integrated Basic Education Establishment, under the direction

of the Director, has very broad powers, as provided for in Decree-Law no. 7/2010, of 19 May. A very substantial level of autonomy with regard to school administration and management is ensured.

Members of the Board of Directors are directly responsible for the effectiveness of school management. While there are regular challenges with regard to the quality of the infrastructure and access to equipment, the powers of the members of the Board of Directors are sufficient, when carried out with commitment and professionalism, to ensure effective and quality management.

The performance evaluation of those occupying management and leadership positions aims to ensure an evaluation process in which productivity and achievement of the objectives of the relevant services can be identified, as provided for in article 3 of Decree-Law no. 14/2008, of May 7, with the necessary amendments provided by Decree-Law no. 19/2011, of June 8

The Ministry of Education understands that the particular nature of public teaching establishments, the structure of central and municipal services and their relationship with school establishments based on their autonomy require the implementation of specific methods within the scope of the performance evaluation process to ensure that the evaluation in question has the ability to ensure the objective determination of the performance of the members of the Board of Directors of basic education establishments.

The Ministerial Diploma in question determines the method of direct observation of the actual functioning of school establishments as a basis for filling out the evaluation form for Directors, Deputy Directors and Heads of Technical Support Offices of public EIEBs in the national territory. Making use of the inspection powers of the General Inspectorate of Education provided for in Decree-Law No. 28/2012, of July 4, especially in Article 75.º. The main steps in the performance evaluation process are also regulated here, thus supporting that this is carried out in a coordinated way between the various services that have complementary and relevant competence for the performance evaluation of education officials and school administration and management .

So,

The Government, through the Minister of Education, orders, pursuant to number 1 of article 25 of Decree-Law no. 7/2010, of 19 May, and article 20 of Decree-Law no. /2006, of July 26, publish the following diploma

CHAPTER I GENERAL PROVISIONS

Article 1 Object

This diploma regulates the procedure for carrying out the performance evaluation of the members of the Directing Office of Integrated Basic Education Establishments (EIEB), namely the methods for collecting information from the

performance of the function and the relevant internal procedure to implement the performance evaluation as provided for in Decree-Law no. 14/2008, of May 7, with the necessary amendments provided by Decree-Law no. June 8th.

Article 2

Scope of application

This diploma is applicable to the performance evaluation of professors who occupy the position of Director, Deputy Director and Head of the Technical Support Office of the Directive Office of EIEB of a public nature within the scope of their functions provided for in Decree-Law no. 2010, the 19th of May.

Article 3

Guiding principles

In addition to the principles set out in articles 4, 5 and 6 of Decree-Law no. 7/2010, of 19 May, the procedure and methods for substantiating the result of the performance evaluation of the members of the EIEB Board of Directors are governed by the following specific principles:

- a) the integration of the method for collecting information in the performance evaluation procedure applicable to public administration employees;
- b) the suitability of the method for the specific function of the member of the Executive Office, in accordance with their competences provided for by law;
- c) the objectivity of the methods, ensuring the non-involvement of those who may have a personal interest in the result and ensuring the collection of supporting information for the determination.

CHAPTER II

ABOUT PERFORMANCE ASSESSMENT

Article 4

Performance evaluation

1. It must be ensured that the result of the performance evaluation is based on the analysis of productivity and the implementation of effective administration and management.
2. The determination of the performance evaluation of the members of the EIEB Board of Directors is based on the method of direct observation of the functioning of the EIEB.
3. The method for determining the performance evaluation must specifically ensure the collection of information capable of determining the level and quality of performance of the members of the Executive Office in accordance with their competences provided for by law and the evaluation factors for management positions and leadership of the civil service.

Article 5

direct observation

1. The main objective of direct observation is to collect information about the functioning of the educational establishment in order to support the determination of the efficiency of the

performance of the role of member of the Board of Directors through direct observation of the effectiveness of their functions as revealed in the normal functioning of the school establishment.

2. Direct observations must be carried out in the following educational establishments:

- a) At the EIEB Central Basic School;
- b) In one of the elementary schools affiliated with the EIEB,;

3. Direct observation must be carried out according to the following rules:

- a) The observation must be represented by a personal visit to the educational establishment during the working hours of the teaching-learning process;
 - b) The visit must be based on the observation of various issues relating to the operation of the educational establishment within the scope of the powers provided for by law for the various positions of the Management Office, and the officer carrying out the observation must demonstrate personally, and not through third parties, the various issues, namely through the inspection of documents, and the direct observation of an event in the school establishment;
 - c) When possible, the presence of an employee of the educational establishment should be ensured during the observation of events and inspection of documents, in order to guarantee the presence of an official capable of serving as a witness, if necessary;
 - d) The observation must be recorded by completing a form approved especially for this purpose by Order of the Director General with competence in the area of basic education, this containing the various aspects to be observed, the date of the visit, the identification and the signature of the observer(s) and the witness;
 - e) The various issues relating to the operation of the school subject to direct observation must, as a rule, be based on supporting evidence, namely copies of written documents and photographic records, capable of serving as evidence of the level and quality of the matter in question;
 - f) The duration of each observation must not be less than 1 hour and not more than 3 hours, with the total time of the observer's presence in the school establishment being able to last longer in view of preparatory matters for direct observation and carrying out of other activities related or not to the methods provided for in this diploma.
4. The collection of supporting evidence provided for in paragraph d) above must ensure:

a) Verification of the relevant document during direct observation of the school establishment;

b) Making or requesting to make photocopies of the relevant documents, or even to make a photographic record of them, when accessing the copies is difficult;

c) Inclusion when photographing the ability to identify the school establishment by recording its name or other aspects likely to allow identification;

5. Direct observation and collection of supporting evidence are carried out within the scope of the inspection powers of the General Education Inspectorate, as provided for in Decree-Law No. 28/2012, of 4 July.

6. Taking actions that result in lack of access to the educational establishment and/or documents for the implementation of the method regulated in this diploma represents a violation of the public official's duty, being subject to disciplinary liability.

Article 6

Choice of branch school establishment

The choice of the subsidiary primary school to be subject to direct observation is based on a random drawing system, carried out according to the following:

a) All subsidiary elementary schools that make up the EIEB are identified, as provided for in the school map approved by Ministerial Diploma No. 17/2011, of 3 August;

b) a draw is carried out in which the name of each EIEB branch school, as provided for in Ministerial Diploma No. 17/2011, of 3 August, is written on paper and inserted inside a box or similar container that does not allow the identification of the name of the school written;

c) it is the responsibility of the Superintendent of School Inspection to carry out the draw, ensuring the presence of the Municipal Director of Education, or someone delegated by him, and the Inspectors with competence for basic education;

d) the Municipal Superintendent must randomly remove a piece of paper from the container where the names of all the branch school establishments were inserted;

e) the name contained on the piece of paper drawn by lot represents the affiliated school to be subject to direct observation, when it is not subject to disqualification in accordance with article 8 below;

f) the procedure and result of the draw are recorded in minutes, signed by those present.

Article 7

Disqualification due to family relationship

1. Based on the rule provided for in article 6 of Decree-Law no. 14/2008, of May 7, it is prohibited to carry out direct observation and collect evidence of school management at a subsidiary school whose coordinator is individual with a family relationship with the subject of the performance evaluation.

2. It is considered a family relationship that could be a reason for disqualification:

a) direct ascending or descending;

b) family blood relationship, up to the second degree, namely cousin or cousin, nephew or niece and uncle or aunt;

c) family relationship by marriage, up to the second degree, namely father-in-law, son-in-law, uncle or aunt, cousin or cousin and nephew and niece.

Article 8

Weighting of performance evaluation methods

1. Matters subject to direct observation in view of representing the competencies of managers provided for by law must be directly related to the performance assessment factors provided for in the applicable legal regime.

2. The Dispatch of the General Director with competence in the area of basic education that approves the form for direct observation identifies the weighting of the different questions related to the determination of the evaluation factors, not being required to determine an equal number of questions to be examined during direct observation for each factor.

CHAPTER III

ABOUT PROCEDURES

Article 9

Stakeholders

1. Those involved in the performance evaluation process for positions in the EIEB's Management Office include:

a) Municipal Inspector, as responsible for conducting direct observation and collecting supporting documents and photographic records;

b) Representative of the National Directorate of Basic Education, as a companion during direct observation and collection of supporting documents and photographic records;

c) Director of E.IEB, as the hierarchical superior of the Deputy Director and Head of Support Office;

d) Municipal Superintendent and Director or equivalent

from the Municipal Education Service, as a participant in the procedure for drawing lots for the branch primary school targeted by direct observation;

e) Director of the Municipal Education Service, as the direct superior of the Director of EIEB when a contact with the Cabinet member is subject to evaluation for more than 6 months;

f) Director General with competence in the area of basic education, as the authority for the homologation of the evaluation form of the members of the Board of Directors.

2. The direct observations are all carried out by the Inspector with responsibility in the location of the central basic establishment, both observations being related to the performance evaluation of a position in the Management Office carried out by the same inspector.
3. The rules on disqualification provided for in article 7 above are applicable to the Municipal Inspector, the Director of EIEB and the leader of the municipal education service and the existence of a family relationship with the member of the Board of Directors subject to evaluation.
4. Upon disqualification provided for in number 3 above or when there is no hierarchical superior due to the non-existence of the minimum contact time provided for in paragraph e) of number 2 above, the identification of the substitute follows the following rules:
 - a) The identification of another Inspector, who may be regularly responsible for another geographic area or another level of education, or alternatively the carrying out of direct observation by the Municipal Superintendent;
 - b) Identification of the hierarchical superior of the person disqualified for reasons of family relationship or lack of contact period, namely the leader of the municipal service in relation to the Director of the EIEB and the General Director with competence in the area of basic education in relation to the leader of the municipal education service.

Article 10 **Hierarchical Superior**

1. For the purpose of evaluating the performance of the positions of the EIEB Board of Directors, the hierarchical superior is considered in accordance with the following:
 - a) In relation to the evaluation of the Director of the EIEB, the highest leader in the area of education at the municipal level;
 - b) Regarding the assessment of the EIEB Deputy Director and Chief of Staff, the EIEB Director
2. The role of the immediate superior includes:
 - a) the homologation of the report on the result of the direct observation of the school establishments, ensuring the verification of the complete form and also the existence of supporting documents and photographic records;

b) completion of the evaluation form based on the report of the result of direct observation;

c) ensure the submission of the evaluation form for approval by the General Director with competence in the field of basic education.

Article 11 **Procedure**

1. The procedure for carrying out the performance evaluation is based on close coordination between the municipal and central services with competence relating to the management of human resources and the administration and management of basic education.

two. The procedure is governed by simple coordination rules to ensure compliance with the rules set out in this diploma, as follows:

- a) The beginning of the procedure is based on the information from the National Directorate of Human Resources to the General Directorate with competence for basic education regarding the need to carry out the performance evaluation of the positions of the Director Office of the EIEB;
- b) The General Directorate with competence for basic education carries out the necessary activities to coordinate the carrying out of direct observation by the municipal inspection services, ensuring effective communication with the relevant services and access to the form for direct observation and the evaluation form;
- c) The Municipal Education Service holds coordination meetings with the Municipal Inspection to ensure the process of determining the Inspectors involved in carrying out the direct observation and drawing lots to identify the subsidiary primary education establishment subject to direct observation;
- d) The Inspectors carry out the relevant direct observation and collect the supporting documents and photographic record, ensuring that the relevant form is completed, submitting them to the Municipal Superintendent within a maximum period of 3 days after the direct observation in the school establishments;
- e) The Municipal Superintendent submits the forms and supporting documents to the Municipal Education Service;
- f) The leader of the Maximum Education Service completes the evaluation form of the E..IEB Directors based on the direct observation form and ensures the access of the EIEB Directors to the direct observation forms of the Deputy Directors and Heads of the Support Cabinet Technician;
- g) The EIEB Directors complete the evaluation form of the E..IEB Directors based on the direct observation form, submitting them to the top leader of the Municipal Education Service;

h) The Municipal Director submits the evaluation forms and the direct observation form and other supporting documents to the General Director responsible for basic education of the central service of the Ministry of Education;

i) The Director General approves the results of the performance evaluation and submits them to the National Directorate of Human Resources;

j) The National Directorate of Human Resources ensures coordination with the Civil Service Commission to guarantee the registration of the result of the performance evaluation.

Article 12

Completion of the Evaluation Form

1. The results of the performance evaluation methods provided for in the legal rules above culminate in the completion of the evaluation form approved by the Civil Service Commission for the purpose of registering the performance evaluation of those who exercise the functions of direction and leadership in the career regime of public service.
2. It must be ensured that the methods for collecting information from the evaluation of the members of the Management Office correspond specifically to the factors foreseen in the evaluation form, establishing a direct and objective correlation of the information collected by the different methods with regard to the specific performance of the skills of the members of the Management Office and the evaluation factors provided for in the evaluation form.

Article 13

Approval of Result

1. The Director General with competence in the area of basic education approves the result of the performance evaluation as provided for in the evaluation form already signed by the hierarchical superior of the Director Cabinet member subject to the evaluation.
2. Homologation is carried out when certifying that the result included in the evaluation form is based on the form of direct observation to school establishments.
3. When there is no correlation between the result provided for in the evaluation form and that revealed in the direct observation form, the Director General must not ratify the form and ask the hierarchical superior to rectify the completion of the evaluation form.

CHAPTER IV

FINAL AND TRANSITIONAL PROVISIONS

Article 14

Implementation

This diploma comes into force on the day following its publication, being applicable to the performance evaluation to be carried out from 2016 onwards.

Publish yourself.

Dili, September 30, 2016.

Antonio da Conceição

The Minister of Education

Declaration of Rectification No. 6/2016

December 6th

For all intents and purposes, it is declared that Ministerial Diploma No. 52/2016, of October 12, published in the Jornal da República, Series I, No. 40, of October 12, 2016, (Concrete application of the transitional regime of filling positions of direction and leadership of Municipal Authorities and Municipal Administrations during the phase of administrative deconcentration), came out with several inaccuracies, which is why it is republished in full below.

Secretary of State of the Council of Ministers, December 9, 2016.

The Secretary of State of the Council of Ministers,

Avelino Maria Coelho da Silva, PhD / Shalar Kosi FF

MINISTERIAL DIPLOMA No. 52/2016**October 12th**

**CONCRETE APPLICATION OF THE TRANSITIONAL
REGIME FOR THE PROVISION OF POSITIONS OF
DIRECTORATE AND MANAGEMENT OF MUNICIPAL
AUTHORITIES AND MUNICIPAL ADMINISTRATIONS
DURING THE DECONCENTRATION PHASE
ADMINISTRATIVE**

The VI Constitutional Government proclaimed the improvement of the provision of public goods and services to citizens as one of its priorities for the current legislature. Within the framework of the strategy outlined for the aforementioned purpose, the Government approved Decree-Law No. 3/2016, of 16 March, which reformed the State's Local Administration.

According to the legal framework that came into force in the meantime, most of the existing delegations and territorial representations in municipal circumscriptions and administrative posts should be integrated into Municipal Authorities or Municipal Administrations, which would come under the leadership of the Government representative in the municipality, respectively, the President of the Municipal Authority or the Municipal Administrator.

Through Government Resolution No. 29/2016, of September 28, the Government complied with the provisions of Decree-Law No. 3/2016, of March 16, namely with regard to the integration of delegations and territorial representations in Municipal Authorities and Municipal Administrations and the transfer of financial, material and human resources to them.

on a service commission or replacement basis, remain provided with the holders who are in office for a period of two years. It was also foreseen that holders of management and leadership positions

in the delegations and territorial representations integrated in the Municipal Authorities or in the Municipal Administrations remain in them, for a period of two years, in the framework of the new services, and provided that the affinity between the functional object of the position held and the position to be held is maintained. However, the identification, specifically, of the holders of management and leadership positions who will benefit from the transitional regime referred to above, is carried out by means of a ministerial diploma from the member of the Government responsible for State Administration.

Thus, the Government, through the Minister of State Administration, orders, pursuant to article 5 of Decree-Law no. 37/2016, of 7 September, to publish the following diploma:

Article 1.th**Object**

This ministerial diploma identifies civil servants who perform management or leadership functions in Local Administration and to whom the transitional regime for filling management and leadership positions in Municipal Authorities and Municipal Administrations during the administrative deconcentration phase applies. , approved by Decree-Law No. 37/2016, of 7 September.

Article 2.th

**Identification of employees to whom the regime approved
by Decree-Law no. 37/2016, of 7 September applies**

The transitional regime for filling management and leadership positions in Municipal Authorities and Municipal Administrations during the administrative deconcentration phase, approved by Decree-Law no. Annex I to this ministerial diploma and of which it forms an integral part for all legal purposes.

Article 3.th**Implementation**

This ministerial diploma comes into force on the day following its publication.

Dili, October 12, 2016

Dionísio Babo Soares, PhD

Minister

Employees to whom the order of Decree Law Number: 37/2016 applies

AILEU MUNICIPALITY ADMINISTRATION				
At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	John Tilman do Trench	13244-6	Administrator County	Municipal Administrator
two	Victory mosque of Trench	38743-6	Secretary Municipal	municipal secretary
3	Ladybug Doutel cane	6772-5	Boss Department	Expedient, Informatics, Protocol and File Department
4	Carlos Alberto	945-8	Boss Department	human resources department
5	Luis Belo	8916-7	Boss Department	Suco Support Department
6	Augustus Amaral	13247-0	Boss Department	Civil Society Support Department
7	Egidio FG Alexios	10567-5	Boss Department	Department of Programming and Budgetary Control
8	Natalia of A. lopes	30145-3	Boss Department	Treasury and Payments Department
9	Beloved of Costa Martins	16312-0	Boss Department	accounting department
10	Hermenegildo mendonca	1005-7	Boss Department	Department of Procurement Processes
11	Manuel Aleixo	34675-6	Boss Department	Department for Monitoring the Execution of Public Contracts
12	Sebastiao Mau- tersa	6775-0	Boss Department	Department of Heritage
13	Paulo C. dos Santos Milk	26609-4	Boss Department	Logistics Department
14	Camilo da Coast	29378-4	Boss Department	Department of Municipal Investments
15	Beatris B. Torrezao	4738-4	Boss Department	Juice Development Department
16	José da Costa	4101	Boss Department	Department of Prospective and Development of Payment and Treasury
17	January mosque	8421-2	Boss Department	Monitoring and Evaluation Department
18	antonio cane	30650-9	Boss Department	Municipal Inspection Department
19	landmarks of saints	9964-3	administrator of post Administrative	Administrator of the Administrative Post of Aileu Vila
20	Victorian Exposed	29613-9	Section Chief	Local Administration Service
21	Sundays of Coast	8320-8	Section Chief	Local Finance Service
22	bad boy mendonca	13666-2	Section Chief	Local Planning and Local Development Service
23	Hyacinth mendonça	6748-2	administrator of post Administrative	Administrator of the Administrative Post of Remexio
24	spender mendonça	10345-4	Section Chief	Local Finance Service
25	Livio Carvalho mendonça	26616-7	Section Chief	Local Community Development Service

26	Hyacinth New village	29613-4	administrator of post Administrative	Administrator of the Administrative Post of Liquidoe
27	Jose Vicente New village	30702-5	Section Chief	Local Administration Service
28	sundays verdial	9911-2	Section Chief	Local Finance Service
29	Luis Damião	6835-7	Section Chief	Head of Local Planning and Local Development Service
30	Abilio Alves	8026-8	administrator of post Administrative	Administrator of Laulara Administrative Post
31	martinho dos Reis Araujo	10743-5	Section Chief	Local Finance Service

Employees to whom the order of Decree Law Number: 37/2016 applies

AINARO MUNICIPALITY ADMINISTRATION				
At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Albertine of Araujo	25636-6	City Administrator	City Administrator
two	Aguida Judit mendonca	24630-6	municipal secretary	municipal secretary
3	Francisco de Jesus	29934-0	Department Head	Expedient, Informatics, Protocol and File Department
4	Nelson Loro M. Soares Pereira	25398-7	Department Head	human resources department
5	Manuel Ramos Chick	6609-5	Department Head	Suco Support Department
6	Beni Manuel de Araujo	26570-5	Department Head	Civil Society Support Department
7	Pedro Barbosa	4320-6	Department Head	Department of Programming and Budgetary Control
8	Ruivo Barros great	16308-2	Department Head	Treasury and Payments Department
9	Daninha da Cunha	16683-9	Department Head	accounting department
10	Helder dos R. Araujo	30927-3	Department Head	Department of Procurement Processes
11	Arianthus of Orleans blackberry	32871	Department Head	Department for Monitoring the Execution of Public Contracts
12	chiquito de Almeida	10339-0	Department Head	Department of Heritage
13	Henry of L. orange tree	9993-7	Department Head	Logistics Department

14	Francisco Barros	9990-2	Department Head	Department of Municipal Investments
15	Nuno Alves A. Fernandes	38746-0	Department Head	Juice Development Department
16	Virgina de Araujo	32865-0	Department Head	Department of Prospective and Development of Payment and Treasury
17	August of Jesus	28644-3	Department Head	Monitoring and Evaluation Department
18	Eduardo A. Barros	17142-5	Department Head	Municipal Inspection Department
19	Nazario de Araujo	26602-7	post administrator Administrative	Administrator of the Administrative Post of Ainaro
20	Umardi Magno	38747-9	Section Chief	Local Administration Service
21	Emelita da Costa	29383-0	Section Chief	Local Finance Service
22	Vasco Gomes de Araujo	3948-9	Section Chief	Local Planning and Local Development Service
23	Luis Casimiro lopes	10178-8	post administrator Administrative	Administrator of the Administrative Post of Maubisse
24	Schist Alves Lemos	10335-7	Section Chief	Local Finance Service
25	Domingo Alberto Carlos	26612-4	Section Chief	Local Development Service
26	Cladino Mendonca	16607-3	Section Chief	Local Community Development Service
27	Armando de Araujo	23385-4	post administrator Administrative	Administrator of the Hatuguilico Administrative Post
28	Nuno Alves A. Fernandes	38746-0	Section Chief	Local Administration Service
29	bernardino dos Tilman kings	10331-4	Section Chief	Local Finance Service
30	Bento Alves	26603-5	Section Chief	Local Planning and Local Development Service
31	Domingos Lopes	11434-0	Section Chief	Local Community Development Service
32	Rogério da Costa	33077-9	post administrator Administrative	Administrator of Hato Udo Administrative Post
33	Etelvino J. De Araujo	38745-2	Section Chief	Local Administration Service
34	Cegres JPJ by C. Tilman	29385-7	Section Chief	Local Finance Service
35	Carmelito da C. snows	26604-3	Section Chief	Local Planning and Local Development Service
36	Joaninho da Costa Araujo	10338-1	Section Chief	Local Community Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies

BAUCAU MUNICIPAL AUTHORITY				
At the.	NAME	AT THE ID/ PMIS	POSITION	NEW POSITION
1	Antonio Augusto Guterres	10428-0	Administrator County	President Municipal Authority
two	Maria Celestina viegas	16990-0	municipal secretary	Municipal Secretary for General Expedient
3	Fernando Dos Reis Amaral	26630-2	Department Head	Expedient Department, Informatics, Protocol and File
4	Ana Manuela Ximenes	38749-5	Department Head	human resources department
5	bernard hornai	9187-1	Department Head	Suco Support Department
6	Gelagio Antonio brook	12440-0	Department Head	Civil Society Support Department
7	Rita Jeronimo Freitas	16313-9	Department Head	Department of Programming and Budgetary Control
8	Dario Francisco Belo	11525-8	Department Head	Treasury and Payments Department
9	Manuel da Costa belt	5834-3	Department Head	accounting department
10	Vicente da Costa freitas	7161-7	Department Head	Department of Procurement Processes
11	João Belo Ximenes	30275-9	Department Head	Department for Monitoring the Execution of Public Contracts
12	Regina de Sousa	6740-7	Department Head	Department of Heritage
13	Tomas Francisco Costa Freitas	10316-0	Department Head	Logistics Department
14	Eduardo Filipe Ximenes	25466-5	Department Head	Department of Municipal Investments
15	Jacob Peloi da Conception	31817-5	Department Head	Juice Development Department
16	Angelo Nascimento Hornai	5834-3	Department Head	Department of Prospective and Development of Payment and Treasury
17	Clementino Pedro barbosa	7254-0	Department Head	Monitoring and Evaluation Department
18	Antonio da Costa Belo	8000-4	Department Head	Inspection Department
19	Francisco Ximenes	10319-5	post administrator Administrative	Administrator of the Administrative Post of Baucau Vila
20	Hermenegildo da Coast	15874-7	Section Chief	Local Administration Service
21	Olandine of S. Oak	28767-9	Section Chief	Local Finance Service
22	Henrique Jose da C. Ribeiro	16961-7	Section Chief	Local Planning and Local Development Service
23	Afonso Graciano freitas	33118-0	Section Chief	Local Community Development Service
24	Antonio dos Ramos	10314-4	post administrator Administrative	Administrator of the Baguia Administrative Post
25	Sebastian Martins Silveira	38734-1	Section Chief	Local Administration Service

26	Mario da Xavier Silva	29368-7	Section Chief	Local Finance Service
27	Tertuliana da Silva	33075-2	Section Chief	Local Community Development Service
28	Paulino Sarmiento Chick	22541-0	Section Chief	Local Planning and Local Development Service
29	Sabino Ximenes	10321-7	post administrator Administrative	Administrator of the Administrative Post of Laga
30	Florindo Caetano pear tree	30831-5	Section Chief	Local Administration Service
31	Tome da Costa Guterres	5269-8	Section Chief	Local Finance Service
32	Francisco da Costa Beautiful	6755-5	Section Chief	Local Planning and Local Development Service
33	Feliciano da Costa Manuel Pinto	25469-0	Section Chief	Local Community Development Service
34	Sebastian Pereira Gaio Saucer	29370-9	post administrator Administrative	Administrator of the Quelicai Administrative Post
35	Pelagio Ximenes Belo	9988-0	Section Chief	Local Administration Service
36	João Vosco Ximenes	10312-8	Section Chief	Local Finance Service
37	Francisco Urbano Moreira	26611-6	Section Chief	Local Planning and Local Development Service
38	Rui Fernando da Conception	33271-2	Section Chief	Local Community Development Service
39	Carlos Alberto Guterres	10324-1	post administrator Administrative	Administrator of the Administrative Post of Venilale
40	Agustinha da Silva Amaral	38758-4	Section Chief	Local Administration Service
41	Maximiano da Silva	22542-8	Section Chief	Local Finance Service
42	Julio Tome da Silva	9979-1	Section Chief	Local Planning and Local Development Service
43	Afonso Ribeira	26627-2	Section Chief	Local Community Development Service
44	Sebastiao F. de A. Correia	11526-6	post administrator Administrative	Administrator of the Administrative Post of Vemassee
45	Liborio Antonio da Coast	29366-0	Section Chief	Local Finance Service
46	Domingos da Silva	26620-5	Section Chief	Local Community Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies

MUNICIPAL AUTHORITY OF BOBONARO				
At the.	NAME	AT THE. ID/PMIS	POSITION	NEW POSITION
1	Zeferino Soares dos saints	30170-1	Administrator County	President Municipal Authority
two	Julio Carvalho Caeiro	16310-4	municipal secretary	Municipal Secretary for General Expedient
3	Sidónio Fontes	9955-4	Department Head	Expedient, Informatics, Protocol and File Department
4	Donata de Carvalho marques	22397-2	Department Head	human resources department
5	Alfredo Martins	3414-2	Department Head	Suco Support Department
6	Amilcar Tavares	3434-7	Department Head	Civil Society Support Department
7	Eliseu Lopes de Araujo	5158-6	Department Head	Department of Programming and Budgetary Control
8	Natercia da Silva pear tree	8184-1	Department Head	Treasury and Payments Department
9	Dinis Barreto	9378-5	Department Head	accounting department
10	Archangel Ribeiro Tilman	7933-1	Department Head	Department of Procurement Processes
11	David Alves belt	26571-3	Department Head	Department for Monitoring the Execution of Public Contracts
12	Maria Verdial	7223-0	Department Head	Department of Heritage
13	Jose Guterres	3275-5	Department Head	Logistics Department
14	Semedo Lacu Costa	14275-1	Department Head	Department of Municipal Investments
15	Felisberto Freitas	30315-1	Department Head	Juice Development Department
16	Natalia do R. Viga Kali	30290-2	Department Head	Department of Prospective and Development of Payment and Treasury
17	Francisco Lopes	34674-8	Department Head	Monitoring and Evaluation Department
18	Jaime Corbafo	38760-9	Department Head	Ministry Inspection Department
19	Jose Goncalves da silva	7940-5	post administrator Administrative	Administrator of the Atabae Administrative Post
20	Antaun Moniz Maia	38759-2	Section Chief	Local Administration Service
21	Adam Pires	1654-3	Section Chief	Local Finance Service
22	Sidónio Fontes	9955-4	Section Chief	Local Planning and Local Development Service
23	Lino Tavares	10336-5	Section Chief	Local Community Development Service
24	Rosario Gonçalves	10290-0	post administrator Administrative	Balibo Administrative Post Administrator
25	Manuel da Cruz	6734-2	Section Chief	Local Administration Service
26	Evaristo Lau Oak	26665-5	Section Chief	Local Finance Service
27	Paulo dos Santos	3206-9	Section Chief	Local Planning and Local Development Service
28	Rui Bere Mau clay	10298-9	post administrator Administrative	Administrator of the Administrative Post of Bobonaro
29	Tomas Barreto Henrique	34940-2	Section Chief	Head of Local Finance Service
30	Domingos Leto Lelo	16680-4	Section Chief	Local Planning and Local Development Service
31	Alfredo Moniz da Coast	6726-1	post administrator Administrative	Administrator of the Administrative Post of Cailaco

32	José Soares Bere Tai	3381516-8	Section Chief	Head of Local Administration Service
33	Luis Soares Gonçalves	29390-3	Section Chief	Head of Local Finance Service
34	Roberto Dasi Mau	19857-9	Section Chief	Head of Local Community Development Service
35	Almiro Pereira dos kings	10300-4	post administrator Administrative	Lolotoe Administrative Post Administrator
36	Paulo Pedro	38765-7	Section Chief	Local Administration Service
37	Januario da Costa	13028-3	Section Chief	Local Finance Service
38	Anibal Fereira	26659-0	Section Chief	Local Planning and Local Development Service
39	Alipio Moniz	10301-2	post administrator Administrative	Administrator of the Administrative Post of Maliana
40	Jaime Carbafo	38760-6	Section Chief	Local Administration Service
41	Francisco Leite da Cross	8142-6	Section Chief	Local Finance Service

Employees to whom the order of Decree Law Number: 37/2016 applies

ADMINISTRATION OF THE MUNICIPALITY OF COVALIMA

At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Afonso Nahak walnut	10481-7	Secretary Municipal	municipal secretary
two	Hyacinth of the saints	7885-9	Boss Department	Human Resources Department
3	Alaric's Birth	10303-9	Boss Department	Civil Society Support Department
4	Aniceto de Jesus Amaral	16391-0	Boss Department	Treasury and Payments Department
5	Augustine Gusmao	10688-7	Boss Department	Head of Department of Municipal Investments
6	Laurentino de Jesus	26690-6	Administrator post Administrative	Manager of the Suai Vila Administrative Post
7	Lucino do Rego	15544-6	Section Chief	Local Finance Service
8	Francis Xaverius Besa Leki	29361-0	Section Chief	Local Planning and Local Development Service

9	Jorge Manuel de Jesus	5116-0	Section Chief	Local Community Development Service
10	Sebastian Guterres	10309-8	Administrator post Administrative	Administrator of the Administrative Post of Maucatar
11	Idelfonso Maria Amaral	26700-7	Section Chief	Local Finance Service
12	Maria of Jesus pear tree	13029-0	Section Chief	Local Community Development Service
13	Santiago Barreto	10306-0	Administrator post Administrative	Zumalai Administrative Post Administrator
14	manual Augustine freitas	29333-4	Section Chief	Local Planning and Local Development Service
15	Jorge Manuel de Jesus	5116-0	Section Chief	Local Community Development Service
16	Jose Fatima Xavier	10302-0	Administrator post Administrative	Administrator of the Tilomar Administrative Post
17	Joachim cardoso	38781-9	Section Chief	Local Administration Service
18	Manuel Cardoso Ximenes	29357-1	Section Chief	Head of Local Finance Service
29	Afonso Fatima Nunes	26693-0	Section Chief	Local Planning and Local Development Service
20	Carlos Carvalho de Araujo	10296-2	Administrator post Administrative	Administrator of the Administrative Post of Fohorem
21	Cesar Carvalho	3330-8	Section Chief	Local Finance Service
22	angelino SS Soares	11102-3	Section Chief	Local Planning and Local Development Service
23	Edmund Augustine	26701-5	Section Chief	Local Community Development Service
24	Philomeno cardoso	19062-4	Administrator post Administrative	Administrator of the Administrative Post of Fatumea
25	eugenio do Trench	10306-3	Section Chief	Local Finance Service
26	Martinho Pires	11103-1	Section Chief	Local Planning and Local Development Service
27	savior alex C.Vicente	29356-3	Section Chief	Local Community Development Service
28	Elijah of the Cross	29355-5	Administrator post Administrative	Fatululic Administrative Post Administrator
29	Ernesto da Cruz Mali	9957-0	Section Chief	Local Administration Service
30	Hilario da Cruz	14725-7	Section Chief	Local Finance Service
31	Edmund pear tree	26706-6	Section Chief	Local Planning and Local Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies**DILI MUNICIPAL AUTHORITY**

At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Gaspar Soares	32681-0	Administrator County	President Municipal Authority
two	José Filipe Ximenes Smith	9646-6	Secretary Municipal	Municipal Secretary for General Expedient
3	Maria Jose de Jesus N. saints	14276-0	Boss Department	Expedient, Informatics, Protocol and File Department
4	Catherine Anastasia Soares	824-9	Boss Department	human resources department
5	Fernando de Araujo	14724-9	Boss Department	Suco Support Department
6	Luis Barreto	9274-6	Boss Department	Civil Society Support Department
7	Hugo Augustine da Costa Pinto	12304-8	Boss Department	Department of Programming and Budgetary Control
8	Ana Fernandes Junior Guterres	16314-7	Boss Department	Treasury and Payments Department
9	Paula Fernandes dos santos	38259-0	Boss Department	accounting department
10	Adam de Araujo	11523-1	Boss Department	Department of Procurement Processes
11	Sandra Moruk Godinho	30238-4	Boss Department	Department for Monitoring the Execution of Public Contracts
12	Renata Anna Araujo	14723-0	Boss Department	Department of Heritage
13	Julião Barros Martins	825-7	Boss Department	Logistics Department
14	Eustolio Manuel Of Jesus	10414-0	Boss Department	Department of Municipal Investments
15	Antonio Moniz hornbill	10305-5	Boss Department	Juice Development Department
16	Tomás da Costa Philip	17026-7	Boss Department	Inspection Department
17	Simplicio dos saints mendonça	14913-6	Administrator post Administrative	Administrator of the Administrative Post of Dom Aleixo
18	Adelina Natalia Axis Belo	30234-1	Section Chief	Local Administration Service
19	Gilberto Soares	29071-8	Section Chief	Local Finance Service
20	Aaron Elvis dos saints	29372-5	Section Chief	Local Planning and Local Development Service
21	Basil Henrique Guterres	820-6	Section Chief	Local Community Development Service
22	Gaspar da Silva	30272-4	Administrator post Administrative	Administrator of the Administrative Post of Cristo Rei

23	venancio tavares	2744-8	Section Chief	Head of Local Administration Service
24	Auria Lucia dos saints	16658-8	Section Chief	Head of Local Finance Service
25	Elias Barros do Birth	0001128 9	Section Chief	Head of Local Planning and Local Development Service
26	Mariano Stephen da Silva	23583-0	Section Chief	Head of Local Community Development Service
27	Otavio Vieira do Amaral	23912-7	Administrator post Administrative	Administrator of the Administrative Post of Vera Cruz
28	Romania Soares pear tree	30300-3	Section Chief	Local Administration Service
29	Isabel Ximenes Freitas Martins	14723-0	Section Chief	Local Finance Service
30	Felix Antonio S. da costa	38782-7	Section Chief	Local Planning and Local Development Service
31	cornelio dos saints	26821-6	Section Chief	Local Community Development Service
32	Tomas Alberto Braz	835-4	Administrator post Administrative	Administrator of the Administrative Post of Nain Feto
33	Deonizia da C. Bernard	30285-6	Section Chief	Local Administration Service
34	Agripino Pereira thanks	9973-2	Section Chief	Local Finance Service
35	Maria immaculate of Reis Amaral	10310-1	Section Chief	Local Planning and Local Development Service
36	Arnold Suni	814-1	Section Chief	Local Community Development Service
37	Fausto Soares Days	18983-9	Administrator post Administrative	Administrator of the Administrative Post of Metinaro
38	Mariano Soares	11557-6	Section Chief	Head of Local Administration Service
39	Marcos Amaral	29376-8	Section Chief	Head of Local Finance Service
40	Hilarious prisons	38784-3	Section Chief	Local Planning and Local Development Service
41	Francis Paul da Silva	26691-4	Section Chief	Head of Local Community Development Service
42	Mateus Belo	26683-3	Administrator post Administrative	Administrator of the Administrative Post of Atauro
43	Zito Freitas Ximenes	29377-6	Section Chief	Local Administration Service
44	Amandio Soares	29156-0	Section Chief	Local Finance Service
45	Francisco da Coast	10304-7	Section Chief	Local Planning and Local Development Service
46	Jesuino Cabecas pear tree	38783-5	Section Chief	Local Community Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies**MUNICIPAL AUTHORITY OF ERMERA**

At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	José Martinho dos Santos Soares	8794-7	Administrator County	President Municipal Authority
two	Fernando Soares	14412-4	Administrator post Administrative	Administrator of the Administrative Post of Ermera Vila
3	Avelino Maria Martins	38786-0	Section Chief	Head of Local Administration Service
4	Nazario Patricio God's	29381-4	Section Chief	Head of Local Finance Service
5	Rui Octaviano Martins	33345-0	Section Chief	Head of Local Planning and Local Development Service
6	Manuel Soares de Araujo	10861-8	Administrator post Administrative	Administrator of Atsabe Administrative Post
7	José da Costa gomes	38785-1	Section Chief	Head of Local Administration Service
8	Natalia da Conception of Coast	17415-7	Section Chief	Head of Local Finance Service
9	William mendonça	20627-9	Section Chief	Head of Local Planning and Local Development Service
10	Alvaro de Deus lopes	29382-2	Section Chief	Head of Local Community Development Service
11	Fernando Soares	8606-1	Administrator post Administrative	Administrator of Hatolia Administrative Post
12	Carlos Soares Tilman Wood	10659-6	Section Chief	Local Finance Service
13	Adriana of God	26642-6	Section Chief	Local Planning and Local Development Service
14	João Felisberto de God	8097-7	Administrator post Administrative	Letefoho Administrative Post Administrator
15	Carlos Alberto Martin Babo	38787-8	Section Chief	Local Administration Service
16	Julião Marito de God	29628-7	Section Chief	Local Finance Service
17	American Soares	28783-0	Section Chief	Local Planning and Local Development Service
18	Louis Maria or carmo	10860-0	Section Chief	Local Community Development Service
19	arlindo dos saints	25254-5	Administrator post Administrative	Railaco Administrative Post Administrator
20	Manuel de Jesus Gomes Ferreira	11534-7	Section Chief	Local Administration Service

21	Francis Xavier viegas	9969-4	Section Chief	Local Finance Service
22	Ercio da Cruz	26643-4	Section Chief	Local Planning and Local Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies

ADMINISTRATION OF THE MUNICIPALITY OF LAUTEM				
At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Zeferino dos Santos Sequeira	11931-8	Administrator County	Municipal Administrator
two	Oscar Dias Thursdays	4265-0	municipal secretary	municipal secretary
3	Deolinda da Costa	8454-9	Department Head	human resources department
4	Julio Maria de Jesus	11943-1	Department Head	Suco Support Department
5	Jose da Costa Monteiro	10426-4	Department Head	Civil Society Support Department
6	Ilario Rui Manuel	5184-5	Department Head	Treasury and Payments Department
7	Martin Esteves	6646-0	Department Head	Department of Procurement Processes
8	Lino Ferreira	8872-2	Department Head	Department of Heritage
9	Joseph Edson R. Caetano	13460-0	Department Head	Logistics Department
10	Tiborcio dos Santos	23363-6	Department Head	Department of Municipal Investments
11	Ernesto de Jesus Would make	2337-2	Department Head	Juice Development Department
12	Carlito Pereira	16681-2	post administrator Administrative	post administrator Administrative of Tutuala
13	Fortunato Alves pear tree	38789-4	Section Chief	Head of Local Administration Service
14	Reinaldo Freitas	17032-1	Section Chief	Head of Local Finance Service

15	Francisco dos saints	24678-6	post administrator Administrative	post administrator Lautem's Administrative
16	Albino de Araujo	10724-7	Section Chief	Head of Local Planning and Local Development Service
17	Luis Morais	10328-4	Section Chief	Head of Local Finance Service
18	Pedro dos Santos	26626-4	Section Chief	Head of Local Planning and Local Development Service
19	Anibal Miranda	29363-6	Section Chief	Head of Local Community Development Service
20	John the Baptist Ruas	8537-5	post administrator Administrative	post administrator Administrative of Iliomar
21	David Jeronimo sandwiches	10328-4	Section Chief	Head of Local Finance Service
22	Luis Fernandes	12348-0	Section Chief	Local Planning and Local Development Service
23	Thaddeus Lopes	23543-1	post administrator Administrative	post administrator Administrative Office of Lospalos
24	Florindo dos Santos	22635-3	Section Chief	Local Administration Service
25	Arcenio Maria da Conception	29399-7	Section Chief	Local Finance Service
26	sundays of Santos Sequeira	10342-0	Section Chief	Local Planning and Local Development Service
27	Bonifacio Dias Thursdays	7191-9	Section Chief	Local Community Development Service
28	Dauphin Marques	10340-3	post administrator Administrative	post administrator Administrative of Luro
29	Paulo Pereira	11530-4	Section Chief	Local Finance Service
30	Cecilio Soares	6187-5	Section Chief	Local Planning and Local Development Service
31	Alfredo Ximenes	10728-0	Section Chief	Local Community Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies

ADMINISTRATION OF THE MUNICIPALITY OF LIQUIÇA				
At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Domingos da C. dos santos	4839-9	Administrator County	Municipal Administrator
two	Renato Nunes Sawmill	6932-9	municipal secretary	municipal secretary

3	José Menezes Sawmill	29380-6	Department Head	Office, Information Technology, Protocol and File Department
4	Lizina da Costa Hornai	5656-1	Department Head	Human Resources Department
5	Laurindo dos Reis da Silva	11961-0	Department Head	Suco Support Department
6	Dionisio Usna'at	5656-1	Department Head	Civil Society Support Department
7	Fernando da conception	31679-2	Department Head	Programming and Budget Control Department
8	Vincentia Hoar	16318-0	Department Head	Treasury and Payments Department
9	Marcelino dos saints	22507-0	Department Head	Accounting Department
10	Delio Flores dos saints	30321-6	Department Head	Procurement Process Department
11	Matthew of Fatima luan	11548-1	Department Head	Department for Monitoring the Execution of Public Contracts
12	Silvino dos Santos	11919-9	Department Head	Head of Heritage Department
13	Armindo Soares	6626-5	Department Head	Head of Logistics Department
14	Francisco dos Santos Pereira	25465-7	Department Head	Department of Municipal Investments
15	Celestiano Xavier	23202-5	Department Head	Juice Development Department
16	Fernando dos Santos Serrao	7176-5	Department Head	Payment and Treasury Prospective and Development Department
16	Peter MNdos saints	38788-6	Department Head	Monitoring and Evaluation Department
18	Julio da Silva	21313-6	Department Head	Department Inspection
19	John of Birth Brazil	22390-5	post administrator Administrative	Administrator of the Administrative Post of Bazartete
20	Anna Maria P. Tilman	7199-4	Section Chief	Local Administration Service
21	Amaro Pereira	10294-6	Section Chief	Local Finance Service
22	Ivonia ZM dos saints	16596-4	Section Chief	Local Planning and Local Development Service
23	Peter of Jesus Maya	30257-0	Section Chief	Local Community Development Service
24	rogerio dos saints	22505-5	post administrator Administrative	Administrator of the Administrative Post of Liquiça
25	olivia da conception	26621-3	Section Chief	Local Administration Service
26	Florinda Alves dos saints	29379-2	Section Chief	Local Finance Service
27	Alberto Rosa gomes	10295-4	Section Chief	Local Planning and Local Development Service
28	Isabel dos Santos	33039-6	Section Chief	Local Community Development Service

29	Domingos Alves belt	25882-2	post administrator Administrative	Administrator of the Administrative Post of Maubara
30	Felix da Costa	9944-9	Section Chief	Local Administration Service
31	Mario Martins dos saints	26615-9	Section Chief	Local Finance Service
32	Nicolas da Costa clay	14984-5	Section Chief	Local Planning and Local Development Service
33	Alcino FL da Cross	33041-8	Section Chief	Local Community Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies

ADMINISTRATION OF THE MUNICIPALITY OF MANATUTO				
At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Fernando D. de A. Sousa Junior	39905-1	Administrator County	Municipal Administrator
two	Agripino da Silva Mr Costa	9978-3	Secretary Municipal	municipal secretary
3	Matias Soares	29599-0	Department Head	Expedient, Informatics, Protocol and File Department
4	Rosalia do E. da Cruz	5930-7	Department Head	human resources department
5	Amadeus Soares	22368-9	Department Head	Suco Support Department
6	Urbano de Freitas Thomas	8098-9	Department Head	Civil Society Support Department
7	Francisco Dinis da C. Braz	14729-0	Department Head	Department of Programming and Budgetary Control
8	Carlos do Rosário Cabral	30693-2	Boss Department	Treasury and Payments Department
9	Charles BB Soares	5949-8	Department Head	accounting department
10	Manuel Ximenes	10320-9	Department Head	Department of Procurement Processes
11	Basilio Ximenes	8048-9	Department Head	Department of Heritage

12	Gregorio Gusmao	8048-9	Head of Department	Logistics Department
13	Antonio Soares da Wedge	9981-3	Department Head	Department of Municipal Investments
14	coastline	26580-2	Department Head	Juice Development Department
15	Clara de Carvalho Ximenes	8348-8	Department Head	Monitoring and Evaluation Department
16	Gaspar Henrique da silva	8002-0	post administrator Administrative	Administrator of the Administrative Post of Manatuto Vila
17	Matias Soares	29599-0	Section Chief	Local Administration Service
18	Francisco Soares da Coast	29362-8	Section Chief	Head of Local Finance Service
19	alexander enrique da Silva	8347-0	Section Chief	Head of Local Planning and Local Development Service
20	Domingas Gilpia da Costa Soares	28976-0	Section Chief	Head of Local Community Development Service
21	Samuel Rodrigues pear tree	2560-9	post administrator Administrative	Administrator of the Administrative Post of Lacro
22	Mario F. Sarmento Cabral	10325-0	Section Chief	Local Planning and Local Development Service
23	André Policarpo C. Oliveira	8100-0	Section Chief	Local Community Development Service
24	Natalino Marcos de Oak	10323-3	post administrator Administrative	Administrator of the Administrative Post of Laclubar
25	Henrique dos Santos	28706-7	Section Chief	Local Administration Service
26	Carlos de Carvalho	32253-9	Section Chief	Local Finance Service
27	Rui Soares	23371-4	Section Chief	Local Planning and Local Development Service
28	Fernando Valentine	26655-8	Section Chief	Local Community Development Service
29	simao da costa	22527-4	post administrator Administrative	Administrator of the Administrative Post of Laleia
30	Francisco Jacinto Ximenes	38790-8	Section Chief	Local Administration Service
31	Cerilio da Costa	26652-3	Section Chief	Local Planning and Local Development Service
32	Leví Tomás RX Soares	10322-5	Section Chief	Local Finance Service
33	Cosme Ximenes	29364-4	Section Chief	Local Community Development Service
34	Faustino Manuel Lopes da Cruz	29374-1	post administrator Administrative	Administrator of the Administrative Post of Soibada

35	Luis Gonjaga da silva	11527-4	Section Chief	Local Finance Service
36	Julino Baptista	26644-2	Section Chief	Local Community Development Service
37	Evaristo Lima	10315-2	post administrator Administrative	Administrator of the Administrative Post of Barique
38	Urbano do Carmo of Kings	809408-5	Section Chief	Local Finance Service
39	Rui Gomes	9986-4	Section Chief	Local Planning and Local Development Service
40	Venancio da Costa Ximenes	26650-7	Section Chief	Local Community Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies

ADMINISTRATION OF THE MUNICIPALITY OF MANUFAHI				
At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Carlito Pinheiro de Araujo	4008-8	Administrator County	Municipal Administrator
two	Arantes Isaac cane	16851-3	Secretary Municipal	municipal secretary
3	antonio de Andrade	278-0	Department Head	Expedient, Informatics, Protocol and File Department
4	Adam Mendes	11690-4	Department Head	human resources department
5	Dominic the Great Tilman	29388-1	Department Head	Suco Support Department
6	Filomeno da Costa Amaral	10760-3	Department Head	Civil Society Support Department
7	Renato Pereira	16311-2	Department Head	Department of Programming and Budgetary Control
8	Carlos da Costa Abilio	26662-0	Department Head	Treasury and Payments Department
9	Apolonia Lucia de Araujo	34733-7	Department Head	accounting department
10	Martino Filipe	30280-5	Department Head	Department of Procurement Processes
11	Christmas from Andrade	32939-8	Department Head	Department for Monitoring the Execution of Public Contracts
12	Filomeno da Silva	16365-0	Department Head	Department of Heritage

13	Basto da Silva	6770-9	Head of Department	Logistics Department
14	José Gudinho Martins	14153-4	Department Head	Department of Municipal Investments
15	Isabel da Costa	33022-1	Department Head	Juice Development Department
16	Nelson Joao Paulo of the cross	19598-7	Department Head	Department of Prospective and Development of Payment and Treasury
17	Luis MC Tavares	33079-5	Department Head	Monitoring and Evaluation Department
18	Bento de Jesus Nunes	5357-3	Department Head	Municipal Inspection Department
19	amandio Asunción Costa	10333-0	post administrator Administrative	Same Administrative Post Administrator
20	felismina da silva pebbles	26586-1	Section Chief	Local Administration Service
21	Adelino Amaro	26673-6	Section Chief	Local Planning and Local Development Service
22	Leonia Pinto belt	33213-5	Section Chief	Local Community Development Service
23	Leopoldo Barreto	28406-8	post administrator Administrative	Ward Administrative Post Administrator
24	Fernando da Costa	11692-0	Section Chief	Local Administration Service
25	Jacinta da Costa praise	33569-0	Section Chief	Local Finance Service
26	Sabino Amaral Seac	10334-9	Section Chief	Local Planning and Local Development Service
27	Onofre da Silca	33600-9	Section Chief	Local Community Development Service
28	Gil Teofilo Amaral	10332-2	post administrator Administrative	Administrator of the Fatuberliu Administrative Post
29	Adriano de Araujo collar	11693-9	Section Chief	Local Administration Service
30	Costancio da Costa	26661-2	Section Chief	Local Finance Service
31	Jaime da Costa Xavier	33395-6	Section Chief	Local Planning and Local Development Service
32	Dulce Ximenes Fernandes	32999-1	Section Chief	Local Community Development Service
33	Julio Gudinho	38791-6	post administrator Administrative	Administrator of the Administrative Post of Turiscaí
34	João Godinho	38791-6	Section Chief	Local Administration Service
35	Santina Barros	33047-7	Section Chief	Local Finance Service
36	Oracio Rodrigues	10337-3	Section Chief	Local Planning and Local Development Service
37	Afonso Sarmiento	8064-0	Section Chief	Local Community Development Service

Employees to whom the order of Decree Law Number: 37/2016 applies

ADMINISTRATION OF THE MUNICIPALITY OF VIQUEQUE

At the.	NAME	AT THE. ID/ PMIS	POSITION	NEW POSITION
1	Gregorio Henrique	40180-3	Administrator County	Municipal Administrator
two	José da Costa D'Souza	4944-1	Secretary Municipal	municipal secretary
3	Mirandolina FC Guterres	16678-2	Department Head	Expedient, Informatics, Protocol and File Department
4	Acacio Sarmento	8016-0	Department Head	human resources department
5	Luis da Costa	24786-3	Department Head	Suco Support Department
6	Filomino da Cruz	9961-9	Department Head	Civil Society Support Department
7	João Jeca	16684-7	Department Head	Department of Programming and Budgetary Control
8	Vasco Nunes	16309-0	Department Head Finance	Treasury and Payments Department
9	Augustine Pinto	33024-8	Department Head	accounting department
10	Rui da Costa	9966-0	Department Head	Department of Procurement Processes
11	Domingos Monteiro	27445-3	Department Head	Department for Monitoring the Execution of Public Contracts
12	Joaquim Fernandes Soares	8288-0	Department Head	Department of Heritage
13	Alfredo dos Santos	9950-7	Department Head	Logistics Department
14	Paulino Pinto	10330-9	Department Head	Department of Municipal Investments
15	Antonio Raul de Menezes	16678-2	Department Head	Juice Development Department
16	Pedro Bregas de Jesus Guterres	4948-9	Department Head	Department of Prospective and Development of Payment and Treasury
17	monis dos reis Fernandes	33078-7	Department Head	Monitoring and Evaluation Department
18	Mateus Pinto	8020-9	post administrator Administrative	Administrator of the Administrative Post of Uatucarabau
19	Anacleto Doutel cane	18208-7	Section Chief	Local Administration Service
20	Lourenço da Costa	26670-1	Section Chief	Local Finance Service
21	Armando Pereira	28727-9	Section Chief	Local Planning and Local Development Service
22	José Andrade dos saints	8022-5	post administrator Administrative	Administrator of the Administrative Post of Lacluta
23	Luis Amaral	29360-1	Section Chief	Local Finance Service

24	Rui da Costa	10325-0	Section Chief	Local Planning and Local Development Service
25	pascoal gamma Martins	26712-0	Section Chief	Local Community Development Service
26	Antonio Gregorio Benedict	10329-2	post administrator Administrative	Administrator of the Administrative Post of Viqueque Vila
27	Marcos Rangel	38792-4	Section Chief	Local Administration Service
28	Amancio Soares cane	8021-7	Section Chief	Local Finance Service
29	Juvinal Mascaras	3825-3	Section Chief	Local Planning and Local Development Service
30	Domingos Sarmento	26685-0	Section Chief	Local Community Development Service
31	Augusto de Sousa	11529-0	post administrator Administrative	Ossu Administrative Post Administrator
32	Carlos Alves da Silva	38793-2	Section Chief	Local Administration Service
33	Francis of Fatima	31821-3	Section Chief	Local Finance Service
34	Candido Henrique da silva	9967-8	Section Chief	Local Planning and Local Development Service
35	Tomás Soares da silva	8018-7	post administrator Administrative	Administrator of the Administrative Post of Uatulari
36	Lucio Pinto Gamboa	38794-0	Section Chief	Local Administration Service
37	João Lemos	10326-8	Section Chief	Local Finance Service
38	Carlito da Silva	29400-4	Section Chief	Local Planning and Local Development Service
39	Anibal do Rosário Amaral	26713-9	Section Chief	Head of Local Community Development Service