

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.