



OFFICE OF THE DIRECTOR OF ADMINISTRATION
FEDERAL MINISTRY OF FINANCE, ABUJA

INTERNAL MEMO

From:

DD (APD)

OAGFADM/2026/PROM/VOL.1/83

21st October, 2026

To:

All Directors,

Zonal Treasury Coordinators (OAGF),

Federal Pay Officers (OAGF)

All Staff

**COMMENCEMENT OF THE YEAR 2026 PROMOTION EXERCISE FOR OFFICERS ON SALARY
GRADE LEVEL 03 – 13 UNDER THE COMMON POOL OF THE OFFICE OF THE
ACCOUNTANT-GENERAL OF THE FEDERATION (OAGF)**

I am directed to refer to the above subject and to inform you that this Office has commenced preparation for the year 2026 SSC promotion exercise.

2 Consequently, all Departments, FPOs and Zonal Offices under the OAGF are requested to submit briefs in respect of eligible pool officers as follows:

- **For Officers on SGL.07 – 13:** Eligibility List, one (1) year's Annual Performance Evaluation Reports (APER) for year 2023 and two (2) consecutive years' Performance Management System (PMS) scores, for year 2024 and 2025 accordingly, for officers last promoted on or before **1st January, 2023.**
- **For Officers on SGL.03 – 06:** Two (2) years PMS score for officers last promoted on or before **1st January, 2024.**

3 You are requested to note that all submissions should reach the office of the Director (Administration) OAGF on or before Friday, 30th October, 2026.

4 I am further directed to inform you that under no circumstance should the APER/PMS or DOCUMENTS be submitted to any office/officer other than the Office of the Director (Administration). Any disregard to this directive shall be treated in accordance with the provision of the extant rules.

5 Please, bring the content of this Circular to the attention of all officers concerned for strict adherence.


Bala Muhammad
DD (APD)

For: Director (Administration)