

**INFORMATION, COMMUNICATION & TECHNOLOGY
DIRECTORATE**

Memorandum

To: Ag. Registrar
From: Systems Analyst
Date: June 9, 2026

Subject: Request for Payment of Call-in Allowance for IT Staff

I am writing to formally request approval for the payment of call-in allowances to the I.T. staff for work performed outside of regular hours from 11th May 2026 to 31st May 2026.

Below is a summary of the hours worked by each staff member:

Name	Weekday Hours	Weekend Hours
JOHN PAUL AMUZU	62.41	30.93
LUCIANO KOKORO	15.00	0.00
WILSON OWUSU	17.76	48.04
JONAS K. AMENU	82.18	79.00
DAVID K. MANFO	23.72	49.89
AHMED AHIA FEEHI	27.43	0.00

ELVIS HAGAN-DONKOH	29.73	50.04
EVANS ASUBONTENG	13.96	49.83

Detailed records of the hours worked by each individual from 11th May 2026 to 31st May 2026 are attached for your review.

Submitted for your approval, please.

Sincerely,

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(Lamadeku Saviour Korku)

For Director, ICT Services