



**KIBI PRESBYTERIAN COLLEGE OF EDUCATION
MEMO**

14th September, 2026

From: The HoD of Pre-Vocational Skills

To: The Principal

Dear Sir,

**REQUEST FOR PAYMENT OF TEACHING ALLOWANCE – MR. PRINCE
ELINAM ANYOMI**

I write in my capacity as the Head of Department for Pre-Vocational Skills to respectfully bring to your attention the outstanding payment due to Mr. Prince Elinam Anyomi for teaching duties undertaken during the just-ended semester.

Mr. Anyomi was duly assigned to teach Computer Graphics within the department as follows:

- **Level 100: Computer Graphics I (CorelDRAW) – Second Semester**

He successfully carried out the assigned teaching responsibilities throughout the semester and demonstrated commitment, professionalism, and dedication to the academic development of the students. His contribution to the department and the successful delivery of the course is highly appreciated.

Now that the semester has ended and the assigned teaching responsibilities have been duly completed, I kindly request that the necessary steps be taken to process and facilitate payment of his teaching allowance of GHc 2800.00.

I would be most grateful if the matter could be given the necessary attention to enable Mr. Anyomi to receive his payment at the earliest possible opportunity.

Thank you very much for your consideration and kind attention to this matter.

Yours faithfully,

.....
Mr. Lord Sam Ofori Addo-Danquah
Head of Department, Pre-Vocational Skills