




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

October 19, 2020

TO: All Department of Education Teachers

FROM: Dr. Cynthia A. Covell 
Assistant Superintendent
Cynthia A. Covell (Oct 16, 2020 10:56 HST)

SUBJECT: **Electronic Notification of Personnel Action Form (Form 5)**

In an effort to streamline notifications related to official personnel actions, the Office of Talent Management (OTM) will start emailing an electronic version of your Notification of Personnel Action form (Form 5) to your Google Gmail account. OTM will continue to send a paper copy of your Form 5 to your school or office until December 31, 2020.

Starting January 1, 2021, OTM will no longer provide printed copies of Form 5. Printed copies of Form 5 will now be provided by your school or office, only upon request.

If you have any questions regarding the distribution of your Form 5, you may contact our office at cert.trans@k12.hi.us or (808) 441-8364.

CAC:mh

c: Deputy Superintendent
Complex Area Superintendents
Principals
School Administrative Services Assistants and Secretaries
Office of Fiscal Services - Operations Section, Leave Management Unit
Personnel Regional Officers, Labor Relations Section, Employee Records and Transactions Section