



**DEPARTMENT OF EDUCATION**



**TEACHING SERVICE COMMISSION**

**DATE** : 29<sup>th</sup> /06/2018  
**FILE NO** : PBR -1-1 / TSC 5-2.1

**SECRETARY FOR EDUCATION & CHAIRMAN ~ TEACHING SERVICES  
COMMISSION -JOINT CIRCULAR NO: 1/2018**

**SUBJECT: 2018 TEACHER APPOINTMENTS & TEACHING VACANCY GAZETTE**

**1.0 AUTHORITY**

Authority of the Joint Circular is pursuant to Teaching Services Act, section 9, 10 and Education Act, section 29.

**2.0 PURPOSE**

The Joint Circular serves to advise all teachers, Provincial Education Advisors, Governing Councils of National Institutions, Provincial Appointment Officers, Appointing and Selecting Authorities (PEBs & NEB) Schools Inspectors, Mission Education Agencies Secretaries, AROB Education Secretary, all affected Provincial and National Institutions to closely adhere to these directives when dealing with 2018 Teacher Appointments and Teaching Vacancy Gazette.

**3.0 PROVINCIAL & NATIONAL INSTITUTIONS TEACHING VACANCY GAZETTE**

The National Education Board has produced Teaching Vacancy Gazettes by Provinces for all Provincial Institutions and a Master Teaching Vacancy Gazette for all National Institutions.

All schools positions by sector in the Education System have been advertised ; Community & Primary Schools, High Schools & Secondary Schools, Vocational Centers, National High Schools and FODE, Teachers Colleges, Inclusive Education Resource Centers, Technical and Business Colleges with the exception of Elementary Schools.

All provinces will receive e – copies and hard copies of their respective Teaching Vacancy Gazettes and consolidated regional gazette copies. Provinces are advised to take ownership in printing copies of the gazettes for all their schools. Teachers can apply for vacant positions as per the 2018 Appointment schedule.

#### **4.0 DECENTRALIZED CENTRAL SORTING PROCESS & TENURE CONFIRMATION FOR PROVINCIAL INSTITUTIONS**

All TSC Form 30 (pink forms) must be forwarded to Provincial Education Office. Central Sorting process is now decentralized to the respective provinces. Appointments for Tenure Confirmations will now be done in the provinces, unlike in the past where it was done at Waigani, Education Head Office. Advise all teachers, Head Teachers, Inspectors and responsible personnel to send all TSC Form 30 to the Provincial Education Office.

TSC and Department of Education officers will attend all PEB Teacher Appointments meetings held in provinces to endorse teacher Tenure appointments for 2018. All confirmed Tenure appointments summary list must be sent to General Education Services Division for quality check and final verification. As a result, 2018 confirmation gazette will be printed and delivered to all provinces before 2019 school year. Teacher's teaching in National Institutions are to send their TSC Form 30 to their respective divisions for NEB Committee's deliberation and endorsement.

#### **5.0 EXTENSION OF TEACHER ELIGIBILITIES**

Eligibility extension is in pursuant to Teaching Services Act, section 48, 49 and 50. Eligibilities of teachers inspected in 2012, 2013, 2014 and 2015 have been extended due to non – advertisement of Vacancy Gazette since 2012 – 2015. Authorized eligibility extension is shown below.

<b>Year of inspection</b>	<b>Expiry Date</b>	<b>Extension Duration</b>	<b>Year to Expire</b>	<b>Status</b>
2012	2015	2 years	31 Dec 2018	Extension
2013	2016	2 years	31 Dec 2018	Extension
2014	2017	2 years	31 Dec 2018	Extension
2015	2018	2 years	31 Dec 2018	Extension
2016	2019	NA	31 Dec 2019	Normal
2017	2020	NA	31 Dec 2020	Normal

Extension strictly applies as per the table above. 2017 Eligibility list is not attached to 2018 teaching vacancy gazette but eligibilities are considered as current. Teachers are encouraged to apply for promotional positions and attach their inspection reports as supporting evidence. There will be no further extension of eligibilities that expire in 2015 and 2016.

#### **6.0 2017and 2018 TENURE CONFIRMATIONS**

##### **6.1 2017 Tenure Confirmations**

It has been noted that many provinces have requested for large number of Tenure cancellations on the 2017 round of Appointments. After much deliberation and

verification of cancellation requests TSC has cancelled few positions considered as genuine. The 2018 Vacancy gazette will show these positions for respective provinces. Most 2017 tenure appointments will remain. All appointment officers at Provincial Institutions are advised to appoint **all teachers on their 2017 tenure positions** in the 2019 staffing List.

## 6.2 2018 Confirmations

All 2018 Tenure Appointments sorting, compiling and confirmation will now be conducted in the provinces as per the 2018 Operational timetable. All Provinces are instructed to sort and compile all appointment documents at Provincial level in preparation for the compiling of the confirmation gazette.

Teaching Service Commission and Education Department staff will attend all PEB Appointment Meetings to confirm all appointments at Provincial level from the 10<sup>th</sup> - 28<sup>th</sup> September as scheduled on the Teacher Appointments Timetable.

All National Institutions Appointments will be endorsed by NEB using the normal National Institutions Teacher Appointment processes.


All Provincial and NDOE divisions are advised to liaise with General Education Services Division on matters to do with National Teacher Appointments.

Email: [Morris\\_Kaka@education.gov.pg](mailto:Morris_Kaka@education.gov.pg); [Rose\\_Paka@education.gov.pg](mailto:Rose_Paka@education.gov.pg);

Phone: 3013415 / 3013400/ 3013355/ 3013409.

## 7.0 2018 - TEACHER APPOINTMENTS & SELECTIONS

All Appointing Authorities (PEBs & NEB) are reminded and directed to observe Teaching Service Commission`s Appointment Processes and Procedures in making fair and just appointments based purely on merit.



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**DR. UKE KOMBRA, PhD**  
Secretary for Education



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**MR. BARAN SORI**  
Chairman  
Teaching Service Commission

### **Distribution:**

All Teachers  
All Provincial Education Directors  
All Provincial Education Advisors  
All Governing Councils of the National Institutes  
All Appointing Authorities (PEB)  
All Provincial Appointment Officers

All Mission Secretariats  
All Standards Officers  
Community / Primary  
TVET Inspectors  
Provincial / Secondary Schools  
Teacher Education Inspector  
Vocational Centers  
President – PNG Teachers Association