





DEPARTMENT OF EDUCATION 2025 NATIONAL SCHOOL CENSUS ELEMENTARY SCHOOL

The National Department of Education (NDoE) uses an efficient method for gathering data from all schools in the country. Once a year forms are distributed and collected from all schools during School Census Week. This data will be used to chart the progress of the National Education Plan and assist provinces for future education services.

Teachers in Charge are being asked to fill out these forms accurately and honestly as possible. The **Reference Point** of data collection is during the census week (10th-14th March 2025). Hold one copy for your school's record, send one copy to the District Education Officer (DEO) and two copies to the Provincial Education Advisor (PEA). The PEA will verify and send one form to the Statistics Branch of NDoE as the official record for your school.

The Department wants to thank you in advance for taking time to carefully fill out this form and for assisting us in gathering more accurate and useful data for schools in our country.

SECTION 1:	SCHOOL DETAILS									
This first section covers the basic	contact details about your school.									
1. School Name	2. School Code									
3. Province Name	4. Province Code									
5. District Name —	6. District Code									
7. LLG Name	8. Ward Name									
9. What is the school status? (Tick										
10. Is your school under National Education System (NES) or a Private school? (If you tick √ the NES box then answer question 11) □ National Education System (NES) school □ Permitted school □ Private school										
11. Is your school registered und	er the National Education System (NES)? (Tick √ the appropriate box)									
□Yes □ No	י									
12. What agency does your school ☐ Government ☐ Catholic ☐ Anglican ☐ Seventh										
13. What is the level of your school 2 3 4	OI? (Tick √ the appropriate box) □ 5 □ Other:									
14. Where is your school located?	P (Tick √ the appropriate box) □ Urban □ Rural									
15. School Postal Address:										
16. School Phone No:	17. School Fax No:									
18. School Email Address:										

SCHOOL FINANCES

This section covers the money your school received from various sources during 2024. Please be accurate as possible. If your school received no money from a particular source, please indicate with a dash (-) in the box below.

19. How much did your school actually receive from other sources in 2024?

(Only indicate the income your school received last year and not what it should have received. This should include any money received for ancillary staff salaries, school materials, school buildings, etc.)

Source of School Funds	Amount (in Kina)
Government Tuition Fee Subsidies:	К
Provincial Government Subsidies:	К
Local-level Government:	К
School fund raising activities:	К
Parents donations:	К
Politicians:	К
Project Fees:	К
Fees collection:	К
Overseas Donors:	к
Other:	К
Sub-total:	

SECTION 3:

STUDENT ENROLMENT / CLASSES

This section covers information about the number of classes, students and teachers in your school. Most of this information will be taken from the school attendance books. Questions 20 - 21 asks you to include all students on the school roll after **14th March 2025**.

20. How many classes, students and teachers does your school have in each grade this year?

(Incude all students on the school roll after 15th March 2024. Remember, if a teacher is teaching two grades, then that teacher is 0.5 in each grade. If a teacher is teaching three grades, then that teacher is 0.33 in each grade).

	Number of Classes, Students and Teachers by Grade and Gender										
Grade	No. of Classes	2025	Number of St	udents	2025 Number of Teachers						
		Male	Female	Total	Male	Female	Total				
Prep											
E1											
E2											
TOTAL											

21. State the total number of students enrolled in each grade, by year of birth and gender. If you have students born in years not indicated, then fill in those years in the blank spaces below 2011.

(Include all students still enrolled after 14th March 2025)

	2025 Number of Students Enrolled by Age											
Year	Prepa	ratory	Eleme	entary 1	Eleme	ntary 2	TOTAL					
of Birth	Male	Female	Male	Female	Male	Female	Male	Female	Total			
2020												
2019												
2018												
2017												
2016												
2015												
2014												
2013												
2012												
2011												
Total												

(These totals should be the same as the total number of students in each grade from question 20.)

22. Indicate the number of students repeating this year at your school by grade and gender.

2025 Number of Students Repeating											
Gender	Elementary 2	TOTAL									
Male											
Female											
TOTAL											

(These totals should not exceed the total number of students in each grade from question 20 & 21.)

23. Please indicate the number of students with special needs or disabilities at your school by grade and gender.

2025 Number of students with Special Needs or Disabilities									
	Gender	Preparatory	Elementary 1	Elementary 2	TOTAL				
Registered with Special Education	Male								
Resource Centre (SERC)	Female								
Not registered with Special Education	Male								
Resource Centre (SERC)	Female								
	TOTAL								

(These totals should not exceed the total number of students in each grade from question 20 & 21.)

SECTION 4:	SCHOOL	L INFRAS	STRUCTU	IRE DET	AILS		
This section covers the existing s	school infrastru	ucture and h	ow well boar	d of manage	ement is mar	naging each	school.
24. Indicate the number of classr	ooms, storero	oms, offices	, staff-rooms	s, staff house	es and other	buildings in	the school.
Classrooms Staff house	ses Libra	ary (Offices	Computer L	ab S	taff-rooms	Others
25. How many classrooms of eac	ch type and co	ndition are t	here? (Write the	number in the boxe	s provided)		
Building Types			nanent		rmanent	Bush	Material Material
Total Classrooms							
How many classrooms require m	inor repair						
How many classrooms require m	ajor repair						
26. What is the number of toilet t	ype(s) the stud	dents use?					
Toilet Types		Perm	nanent	Semi-Pe	rmanent	Bush	Material
		М	F	М	F	М	F
Septic Toilets (Flush/Pour)							
Shore Drop (Solwara)							
Pit Toilets:							
Pit with Cover							
Pit without Cover							
Composting Toilet							
*None							
Total Toilets							
27. How many usable toilets doe * Usable means toilets main doors are unlocked, the to the inside and no large gaps in the structure at the tir	ilet is not broken, the to	ilet hole is not block	-				
Total Toilets	Male To	ilets	Fem	ale Toilets	*Com	mon (Share	d) Toilets
28. Where does the school get m Town Supply Tank Well/Spring [protected/unprotected (Circle one) 29. Is drinking water from the abo 30. Does the school have hand water from the school had below the school had be	Water	Piped Water Lake, Creek, (Circ	River, Stream	the school?	e Yes	☐ No	pap and wate
31. What type of power supply do	oes the school	use? (Tick one)				
PNG Power Sola	r Ge	enerator	Hydro	Other	s:		(Specify

SECTION 5:

ADDITIONAL INFORMATION

32. In relation to 1-6-6 school structure reform, provide your feeder primary school name(s) and school code(s).

	No.	School Name	School Code									
	1											
	2											
	3											
33.	33. In what year will your school be phasing out Elementary? 2025 2026											
34.	34. Does your school currently have a functional school board? (Tick one) Yes No											
	If, Yes how many meetings were conducted in the past 12 months?											
35.		School Learning Improvement Plan (SLIP) for your school been endors	sed by the PEB? (Tick one)									
36.		u review the school's School Learning Improvement Plan (SLIP) annua res No	ally? (Tick one)									
37.	•	our school head receive training on finance and management in the pastes No	st 12 months? (Tick one)									
38.		our school been visited and observed in the past 12 months? (Tick one) Yes No										
39.		your school currently have an endorsed PEB behavior management po res No	olicy? (Tick one)									
S	ECTI	ON 6: TEACHER INFORMATION										

This section provides key information for each teacher in your school. Fill out as much information as you can. You have to go to each teacher to get this information before completing the form. Also indicate each teacher's position.

The table below is to identify the number of teachers posted in your school with their highest qualification by gender.

No	Qualification	Male	Female
1	Elementary Teacher Certificate		
2	Grade 12 Certificate		
3	Grade 10 Certificate		
4	Others (Specify)		
Total			

TEACHER INFORMATION

Please fill in the tables below for all teachers that are **registered** and **retained**, **upgraded qualification** and the **teacher is new** or **transferred in**.

Teacher #		Teache	r's Position No:	National Identity Number:						
Surname		First Name			Gender Date		te of Birth		Nationality	
					□ Male		<i></i>		□ F	PNG Citizen
					□ Female	(Day)	(Month)	(Year)	□ N	Non PNG Citizen
TSC File Number	TSC File Number Teacher Registratio Type ($Tick \sqrt{one}$)					Type of Employee (Tick √ all that apply)				
	□ Full □ Provisional □ Training (yet to graduate) □ TSC Employee □ Non TSC Employee □ TSC Contract □ TSC Volunteer						е	teaching?		
What is the highest (Tick $\sqrt{the highest}$ c		ation obta	ained?	С	Certificate Number Year of Issuing				Inst	itution
□ Elementary teach □ Other (Specify) —	ing Certificate	□ Gr.12	Certificate Gr.10 Certificate	_						
Indicate the grade(s)	or class(s) you'r	e taking:								
Teacher #	r's Position No:		National Ide	ntity Nu	ımber:					
Surname		First Na	me		Gender	Date	of Birth		Na	tionality
					□ Male □ Female	(Day)	// (Month)	(Year)		PNG Citizen Non PNG Citizen
TSC File Number Teacher Registration Type (<i>Tick</i> √ <i>one</i>)			Teacher Registration Number		Type of Employee (Tick $\sqrt{\text{all that apply}}$)					What year did this teacher star teaching?
		_	□ TSC Employee □ Non TSC Emplo □ TSC Contract □ TSC Volunteer				е	y		
What is the highest (Tick $$ the highest of	• .	ation obta	ained?	С	Certificate Number Year of Issuing			Inst	itution	
□ Elementary teach □ Other (Specify)	ing Certificate	□ Gr.12	Certificate Gr.10 Certificate	_						
Indicate the grade(s)	or class(s) you'r	e taking:								
Teacher #		Teache	's Position No:		National Ider	ntity Nu	ımber:			
Surname		First Na	me	1	Gender	Date	of Birth		Na	tionality
					□ Male □ Female	 (Day)	// (Month)	(Year)		PNG Citizen Ion PNG Citizen
TSC File Number	Teacher Regis Type (<i>Tick</i> √ or		Teacher Registration Number		Type of Emp (Tick √ all tha		·)			What year did this teacher start teaching?
□ Full □ Provisional □ Training (yet to graduate)					□ TSC Employee □ Non TSC Employe □ TSC Contract □ TSC Volunteer			е	y	
What is the highest teaching qualification obtained? (Tick $$ the highest only)					ertificate Num	ber	Year of Issue	Issuing	Insti	tution
☐ Elementary teachi☐ Other (Specify)	ng Certificate	Certificate Gr.10 Certificate								
				_						
Indicate the grade(s) or class(s) vou'i	re taking:								

TEACHER INFORMATION

This section provides key information on each teacher in your school. Fill out as much information as you know. You may have to go to each teacher to get this information before completing the form. Also indicate each teacher's position.

Teacher #		Teacher	's Position No:		National Iden	tity Nu	mber:				
Surname		First Nar	ne		Gender □ Male	Date	te of Birth			tionality	
					□ Female	(Day)	(Month)	(Year)	□N	Ion PNG Citizen	
TSC File Number	Teacher Regist Type (<i>Tick</i> √ or		Teacher Registration Number		Type of Employee (Tick $$ all that apply)					What year did this teacher start teaching?	
	□ Full □ Provisional □ Training (yet to graduate)				□ TSC Emplo	-			е	yr	
What is the highest to $(Tick \lor the highest of the$		tion obta	ined?	С	Certificate Number Year of Issuing Institution					tution	
□ Elementary teachir □ Other (Specify)	_										
Indicate the grade(s)	or class(s) you're	e taking:									
Teacher # Teacher's Position No:					National Iden	tity Nu	mber:				
Surname		First Nar	me		Gender	Date	of Birth		Nat	tionality	
				□ Male		(Year)	□ PNG Citizen □ Non PNG Citizen				
TSC File Number Teacher Registration Type (<i>Tick</i> √ <i>one</i>)			Teacher Registration Number		Type of Employee (Tick $$ all that apply)					What year did this teacher start	
	□ Full □ Provis □ Training (yet to			□ TSC Employee □ Non TSC Employee □ TSC Contract □ TSC Volunteer					teaching?		
What is the highest to $(Tick \lor the highest of the$		tion obta	ined?	С	ertificate Num	ber	Year of Issue	Issuing	uing Institution		
□ Elementary teachir □ Other (Specify)	ng Certificate	□ Gr.12 (Certificate Gr.10 Certificate								
Indicate the grade(s)	or class(s) you're	e taking:									
Teacher #		Teacher	's Position No:		National Iden	tity Nu	mber:				
Surname		First Nar	me		Gender	Date	of Birth		Nat	tionality	
					□ Male □ Female	(Day)	// (Month)	(Year)		NG Citizen Ion PNG Citizen	
TSC File Number	Teacher Regist Type (<i>Tick</i> √ or		Teacher Registration Number		Type of Emp (Tick √ all tha)			What year did this teacher start	
	□ Full □ Provisional □ Training (yet to graduate)				□ TSC Employee □ Non TSC Employee □ TSC Contract □ TSC Volunteer					teaching? yr	
What is the highest to $(Tick \lor the highest or highes$	ined?	Certificate Number Year of Issuing Institu			tution						
□ Elementary teachir □ Other (Specify)	ng Certificate	□ Gr.12 (Certificate □ Gr.10 Certificate								

Indicate the grade(s) or class(s) you're taking:

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					□ Male □ Female	(Day)	// (Month)	(Year)		NG Citizen Ion PNG Citizen
TSC File Number	Teacher Regist Type (<i>Tick</i> √ <i>or</i>	ne)	Teacher Registration Number		Type of Employee (Tick √ all that apply) □ TSC Employee □ Non TSC Employe			Employe	e	What year did this teacher start teaching?
	. 	□ TSC Contract □ TSC Volunteer					yr			
What is the highest to $(Tick \lor the highest of the$		tion obta	ined?	Certificate Number Year of Issuing Institution					tution	
□ Elementary teachir □ Other (Specify)	ng Certificate	Certificate Gr.10 Certificate	_							
Indicate the grade(s)	Indicate the grade(s) or class(s) you're taking:									
Teacher #		Teacher's Position No:			National Iden	tity Nu	mber:			
Surname		First Nar	ne		Gender Male Female	Date of Birth // (Day) (Month) (Year)			Nationality □ PNG Citizen □ Non PNG Citizen	
TSC File Number	Teacher Regist Type (<i>Tick</i> √ or □ Full □ Provis □ Training (yet to	e) ional	Teacher Registration Number		Type of Employee (Tick √ all that apply) □ TSC Employee □ Non TSC Employe □ TSC Contract □ TSC Volunteer				е	What year did this teacher start teaching?
What is the highest to $(Tick \lor the highest of the$		tion obta	ined?	Certificate Number Year of Issuing In			Insti	nstitution		
□ Elementary teachir □ Other (Specify)	ng Certificate	□ Gr.12 (Certificate □ Gr.10 Certificate	_						
Indicate the grade(s)	or class(s) you're	e taking:								
Teacher #		Teacher	's Position No:		National Iden	tity Nu	mber:			
Surname		First Nar	ne		Gender	Date	of Birth		Nat	tionality
					□ Male □ Female	(Day)	// (Month)	(Year)		NG Citizen Ion PNG Citizen
TSC File Number	Teacher Regist Type (<i>Tick</i> √ or	ne)	Teacher Registration Number		Type of Emp (Tick √ all that	at apply		Emplove	e	What year did this teacher start teaching?
□ Full □ Provisional □ Training (yet to graduate)				□ TSC Employee □ Non TSC Employee □ TSC Contract □ TSC Volunteer					yr	
What is the highest to $(Tick \lor the \ highest \ or \ \ highest \ highest \ highest \ or \ highest \ highest \ or \ highest \ highest \ or \ highest \ or \ highest \ or \ highest \ or \ hi$	eaching qualifica		ined?	Certificate Number Year of Issuing Institution			tution			
□ Elementary teachir □ Other (Specify)	ng Certificate	□ Gr.12 (Certificate Gr.10 Certificate	_						

Indicate the grade(s) or class(s) you're taking:

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Surname		First Name			Gender Date		of Birth		Nationality		
					□ Male □ Female	// (Day) (Month) (Year)		□ PNG Citizen □ Non PNG Citizen			
TSC File Number	Type (<i>Tick</i> √ o	Teacher Registration Number pe (<i>Tick</i> √ <i>one</i>) Full □ Provisional Fraining (yet to graduate)			Type of Emp (Tick √ all that			e	What year did this teacher start teaching?		
					□ TSC Contract □ TSC Volunteer					yr	
What is the highest teaching qualification obtained? (Tick $$ the highest only)				С	ertificate Num	Year of Issue	Issuing Institution				
□ Elementary teaching Certificate □ Gr.12 Certificate □ Gr.10 Certificate □ Other (Specify)											
Indicate the grade(s)	or class(s) you'r	e taking:									
Person filling out and completed o			Census Form needs to sid below;	ign	off the cens	sus fo	rms as b	eing ac	cur	ate	
Name:	Name:Signature:				Date filled out:						
Senior Standards accurate.	s / Standards	Officers	s (SSO/SO) needs to valid	date	and verify	that o	lata is co	mplete	, co	rrect and	
Name:			Signature:			ate: _					
Provincial Educa	tion Office ne	eds to	certify the form, and stam	p it	before sen	ding th	ne form to	o DoE I	Hea	dquarters.	