

REVISED TEACHER APPOINTMENT POLICY  
AND PROCEDURES MANUAL FOR  
MEMBERS OF THE TEACHING SERVICE

2021



TEACHING SERVICE  
COMMISSION

**Revised Edition by: Dr. John S. Pokana, PhD**

For more information

Contact:

Teaching Service Commission

2021 Teaching Service Commission

Published by Teaching Service Commission

P. O. Box 6268,

BOROKO, NCD

Papua New Guinea

Tel: 675 3288000 Extension 1159

**ISBN: 978-9980-916-41-9**

---

# Table of Contents

|                                                                    |           |
|--------------------------------------------------------------------|-----------|
| Chairman's Message.....                                            | 5         |
| Introduction – Preamble.....                                       | 6         |
| Acronyms.....                                                      | 7         |
| <b>SECTION A. TEACHER APPOINTMENT POLICY.....</b>                  | <b>7</b>  |
| 1. Policy Statement.....                                           | 7         |
| 2. Documents Authority.....                                        | 7         |
| 3. Intent.....                                                     | 7         |
| 4. Outcomes.....                                                   | 8         |
| 5. Policy Rules.....                                               | 9         |
| 6. Responsibility for Implementation and Compliance.....           | 9         |
| 7. Scope.....                                                      | 10        |
| 8. Definitions.....                                                | 10        |
| 9. Related Documents.....                                          | 10        |
| 10. Documents History.....                                         | 10        |
| <b>SECTION B. TEACHER APPOINTMENT PROCEDURES .....</b>             | <b>11</b> |
| <b>1. ROLES AND RESPONSIBILITIES.....</b>                          | <b>11</b> |
| 1.1 The role of the teachers.....                                  | 11        |
| 1.2 New Graduates.....                                             | 11        |
| 1.3 The Role of Head Teacher, Principals and Managers.....         | 12        |
| 1.4 The Role of the School Boards of Governing Councils.....       | 12        |
| 1.5 The Role of Board of Management and Board of Governors.....    | 13        |
| 1.6 The Role of Inspectors and District Education Managers.....    | 13        |
| 1.7 The Role of School Board of Governors.....                     | 14        |
| 1.8 The Role of Church Education Secretary.....                    | 14        |
| 1.9 The Role of the Selection Panel.....                           | 14        |
| 1.10 The Role of the Provincial Education Board.....               | 15        |
| 1.11 The Role of the National Education Board.....                 | 15        |
| 1.12 The use of Appointment Process for Disciplinary Matters ..... | 16        |
| <b>2 THE TEACHER APPOINTMENT PROCESS.....</b>                      | <b>16</b> |
| 2.1 Advertisement of the teaching position.....                    | 16        |
| 2.2 Appointments in Provincial Institutions.....                   | 17        |
| 2.3 Appointment in National Institutions.....                      | 18        |
| 2.4 Appointment of new Graduates.....                              | 18        |
| 2.5 Selection and Appointments.....                                | 19        |

|      |                                                                   |    |
|------|-------------------------------------------------------------------|----|
| 2.6  | Procedures in making Appointments.....                            | 19 |
| 2.7  | Obligation to Appointments.....                                   | 20 |
| 2.8  | Acting Appointments.....                                          | 21 |
| 2.9  | Re-advertisement of Vacant Positions.....                         | 22 |
| 2.10 | Un-acceptable Nominations.....                                    | 22 |
| 2.11 | Notice of Appointments.....                                       | 22 |
| 2.12 | Failure to take up Appointments.....                              | 23 |
| 2.13 | Tenure Appointments.....                                          | 23 |
| 2.14 | Confirmation of Promotions.....                                   | 24 |
| 2.15 | Confirmation of Tenure and Substantive positions.....             | 24 |
| 2.16 | Continuity of Service.....                                        | 25 |
| 2    | APPEALS.....                                                      | 25 |
| 3.1  | Right to Appeals.....                                             | 25 |
| 3.2  | Appeals against promotions.....                                   | 25 |
| 3.3  | Appeals against Refusal of Declaration to Eligibility Status..... | 26 |
| 3.4  | Appeals against Re-advertisement of Position.....                 | 26 |
| 3.5  | Appeals against Reduction in Classification.....                  | 26 |
| 3.6  | Appeals against Cancellation of Eligibility.....                  | 27 |
| 3.7  | Appeals against displacement of Tenure position.....              | 27 |
| 3.8  | Appeals against displacement of teaching positions.....           | 27 |
| 3.9  | Fivolous Appeals.....                                             | 27 |
| 4    | ADMISSIONS.....                                                   | 28 |
| 4.1  | Admission into Teaching Service.....                              | 28 |
| 4.2  | Readmission.....                                                  | 28 |
|      | SUMMARY.....                                                      | 29 |
|      | CONCLUSION.....                                                   | 29 |
|      | REFERENCES.....                                                   | 29 |
|      | APPENDICES.....                                                   | 30 |
| 1.   | TSC FROMS.....                                                    | 30 |
| 2.   | Appointment In house Training.....                                | 34 |
| 3.   | Appointment Cycle.....                                            | 35 |

## Chairman's Message



The appointment of teachers to vacant teaching positions has become a major challenge for the Teaching Service Commission (TSC). Each year from 60,000 plus teachers, the Commission receives huge number of appeals from teachers all over the country appealing against their appointment or displacement.

This is an indication that there are many unlawful or improper decisions made by the appointing authorities (PEB & NEB) affecting teachers and teacher performance hence affecting the delivery of quality teaching and learning. Given this challenge, TSC is committed to improving the current practice through ongoing research and development to find amicable solutions and improve accordingly.

The *Teacher Appointment Policy and Procedures Manual* is a document that is formulated to be used as a “GUIDE” so that it guides the authorities to make fair and transparent appointment decisions. This Teacher Appointment Manual is only a “GUIDE” and does not replace the *TSC Act (1988)*. It must be used together with the relevant provisions of the Teaching Service Act, National Vacancy Gazette, and specific and relevant TSC Application Forms pertaining to appointment matters.

Finally, I wish you all the best to the Appointing Authorities and more than 60, 000 teachers and education administrators to use the guide to help improve and make better decisions in teacher appointment.

Thank you.

A handwritten signature in black ink that reads "Wangihomie". The signature is written in a cursive, flowing style.

.....  
**Samson Wangihomie**  
**Chairman - Teaching Service Commission**


## Introduction

### Preamble


The Teaching Service Commission (Commission) is a State Agency which acts as the employer of all teachers in the country on behalf of the State. It is responsible for the provision of the teaching service-which is a State Service under the National Constitution. The Commission is governed by the *Teaching Service Act, 1988*. TSC acts as the employer of all teachers for and on behalf of the State. It is responsible for setting directions and providing critical oversight in relation to the terms and conditions of service and welfare of its members throughout the country. The TSC in its earliest stage began with membership of little over 6000 teachers and over of the last 50 years has significantly grown and increased its membership. Today the TSC has 68,000 plus teachers thus making appointments of teachers cumbersome and challenging for appointing authorities.

The 'Appointing Authorities' for teachers is a legislated authority pursuant to *the Teaching Service Act (1988)* and the *Education Act (1995)*. It is a statutory guide that ensures that teacher appointment procedures and process provides the legal, ethical and moral basis for appointing teachers to teach at different sectors of the education system.

TSC therefore, has reviewed the initial manual and produced now the revised one called "**Teacher Appointment Policy and Procedures Manual**" which outlines mandated processes and procedures and selection criteria in making teacher appointment. It is consistent with *TSC Act (1988)* and other relevant Parliament made Legislations, provincial laws, employment policies, TSC Determinations, Circulars and Directives. Appointing Authorities (PEBs & NEB) are urged to read this manual and grasp a better understanding of the processes of appointment when making appointments decisions. Teachers are also encouraged to read and have better knowledge about their rights in appointment, thus when their rights are or may be abrogated by appointing authorities they can appeal to TSC.

  
**SAMSON WANGIHOMIE**  
Chairman – TSC

  
**JOEL NAVA LLM**  
Commissioner Policy

  
**MAINI MKE UGAIA**  
Commissioner Operations

## ACRONYMS/ ABBREVIATIONS

MOMASE – Morobe, Madang and East & West Sepik

NEB - National Education Board

PEB - Provincial Education Board

PhD - Doctor of Philosophy

PNG – Papua New Guinea

RODSS – Resumption of Duty Summary Sheet

TSC –Teaching Service Commission

*TS Act* – Teaching Service Act

TS Form Teaching Service Form

## Section A. TEACHER APPOINTMENT POLICY

### 1. Policy Statement

---

The policy statement is comprised of the overarching aim of the *Teacher Appointment Policy and Procedures Manual* in two-fold to:

1. Prevent and reduce irregularities found in appointment decisions by Provincial Education Boards (PEBs) and National Education Board (NEB) as rightfully appointed Appointment Authorities under the *Teaching Service Act (1988)* and *Education Act (1995)*; and
2. Enhance and maintain quality of education through improved teacher appointments at all levels of for provincial and national institutions under the Department of Education in PNG's Education system.

### 2. Document Authority

---

This document is based on the authority provided under Sections 151 of the Teaching Service Act, No12 of 1988

### 3. Intent

---

The intent of the policy is embedded in four key Policy Objectives. They are implemented accordingly by the Provincial and National Education Boards and their Appointment Committees namely:

1. To ensure that National Teaching Vacancy Gazette is updated timely on an annual basis with correctly advertised teaching vacancies for all provincial and national institutions registered under the Department of Education

2. To consider all certified teachers as professionals that have rights by law to apply using proper application forms for positions according to their area of specialization, possessing recognized qualification and required documents without fraud.
3. Within scheduled time verify and validate all teaching documents with rightfully gained inspection reports and eligibility status, before appointing teachers for base level and promotional teaching positions advertised in the approved National Teaching Vacancy Gazette.
4. To follow set time scheduled and make ethical and moral decision on appointments, admissions and appeals without fraud and setting any bad precedence for future teaching engagements.

#### **4. Outcomes**

---

The Policy Outcomes desired are seen in terms of legal, appropriate and ethical teacher appointments done at various categories and levels of institutions under provincial and national functions. They are to ensure that the following are accomplished:

1. Have Instituted a fully endorsed PEBs and NEB membership that has its term not expired, has the quorum and established by the *TSC Act (1983)* and *Education Act (1995)*; and make merit based decisions on teacher appointment matters within approved Education Calendar schedules.
2. Both PEBs and NEB have fully engaged Regional and National TSC Advisors as part of the decision making process to verify and validate appointment decisions made by Appointing Authorities in respective 22 provinces of PNG before confirmation with TSC.
3. Have Adhered to established administrative process and joint financial obligations based on approved budget projections that ensure teacher appointments have been carried out diligently, endorsed and submitted to TSC within approved time schedules in the Education Calendar each year.
4. Have produced and delivered the National Teacher Appointment Vacancy Gazette on a yearly basis and distributed it to all key stake holders and institutions before the commencement of the appointment period and beginning of a school year.

## 5. Policy Rules

---

Rules are mandatory to ensure that specific policy requirements of teacher appointment are met before appointment is conducted by each governing agencies and PEB in the 22 provinces, and NEB in PNG. They include:

1. When implementing the relevant sections of the *TSC Act (1988)* and *Education Act (1995)*, PEB and NEB Appointment Committees or Selection Panel must be established first before appointment meetings are schedules and convened.
2. Each institutional governing agency appointment committee or selection panel must be endorsed by the PEB or NEB to verify and validate its membership and official capacity to convene appointment meetings.
3. In-house training or retraining of NEB Teacher Appointment Committees or Selection Panel must be done by TSC Regional advisors according to established structure, process and application as stipulated in the *TSC Act (1988)* and *Education Act (1995)*.
4. All appointments are done within given time frames as schedules in the Education Calendar and any late appointments are subjected to TSC's determination.

## 6. Responsibility for Implementation and Compliance

---

The Policy document and the National Teaching Service Vacancy Gazette are statutory documents that provide the teaching positions or vacancies for all provincial and national institutions registered under the Education System in PNG. All Provincial Education Boards and the National Education Board; Principals, Head Teachers and their School Governing Board; and teachers of Elementary, Primary, Secondary, Vocational and FODE; and higher education institutions are required to understand and use it correctly. They are the only mandated sources and are subjected to sufficient funding for printing and distribution to all institutions according to the annual education calendar. It is the responsibility of institutional heads and Governing Boards to consult TSC and have copies made available for easy access prior to the teacher appointment period. The *Teacher Appointment Policies and Procedures Manual* is used in parallel with the National Teaching Service Vacancy Gazette by all institutions and their Agency Governing Boards.

## 7. Scope

---

The policy document covers all provincial and national institutions and permitted schools that operate under the National Department of Education. They are: Elementary Schools that will eventually become Early Childhood Centres, Primary Schools, High schools, Secondary Schools, Technical Secondary Schools, Schools of Excellence, Technical Vocational Schools, Flexible Open Distance Education, Inclusive Education Centres, Permitted Private Schools, and PNG Education Institute.

## 8. Definitions

---

The enlisted key definitions are provided to clarify their significance and relevance when implementing the teacher appointment policy and procedures:

1. **Provincial Education Boards (PEBs) and National Education Board (NEB)** are appointing authorities empowered by the TSC Act (1988) and Education Act (1995).
2. **PEB s' and NEB's Appointment Committees or Selection Panels** are the committees that deliberates on teachers' appointment in each province and makes recommendations to the PEB and NEB to endorse appointments.
3. **Selection Panels or Appointment Committees** are subcommittees of the Boards of Governors' in the Schools and Governing Councils in higher learning institutions that make recommendations to PEB for teachers in Provincial Institutions; and NEB for National Institutions.

## 9. Related Documents

---

*Teaching Service Act (1988) and Education Act (1995) reviewed in 2020 and Various Provincial Education Acts*

## 10. Document History

---

When signed this document becomes effective

| Effective Date | Authorized by | Signature | Version number | Comments |
|----------------|---------------|-----------|----------------|----------|
| / /2021        | TSC Chairman  |           | 2              |          |
|                |               |           |                |          |

## Section B. TEACHER APPOINTMENT PROCEDURES

### 1. Roles and Responsibilities

#### 1.1 Role of the Teacher

A member of the Teaching Service has the right to apply for advertised vacant positions.

- A member of the Teaching Service may apply for more than one vacant teaching position at his/her substantive level or promotional position at current eligibility. Applications must be made on **“TS Form 28 Application for Appointment for a Vacant Position.”** An applicant may apply for more than one position provided he or she is prepared to take up the position appointed. For each of the position applied, a separate application form is filled and signed.
- The applicant is responsible for filling in all the application forms in full with relevant supporting documents attached with such as latest inspection report, eligibility and qualification documents. The Application forms and supporting documents are carefully checked before they are dispatched to respective appointing authorities before the closing date. Applications that are not being signed by the applicant it shall be deemed as invalid.

#### 1.2 New Graduates

Graduates from recognized Teacher Training Institutions as well as those non trained teachers from PNG Universities particularly that particularly specialize in Math and Science subjects are eligible to apply for advertised vacant base level positions.

- New graduates from recognized Teacher Training Institutions are eligible to apply for vacant positions at base level through the Annual Vacancy Gazette for provincial and national institutions. Provincial and National Education Boards may appoint new graduates on base level positions on acting basis.
- Graduates from other universities and colleges who do not have teaching qualification can also apply for a teaching position with supporting documents of qualification, transcripts, medical and police reports. Provincial and National Education Boards may appoint those graduates on base level positions on acting basis. They are to gain admission into the Teaching Service from the Teaching Service Commission prior to commence teaching. While teaching

within a year they are to obtain Post Graduate Diploma in Education from University of Goroka, Divine Word University, Pacific Adventist University or other recognized training institutions.

- The supplying of false information on application F28/30 or any other documents supporting the application bids is a serious matter. Discoveries of any false information will result in the application being considered invalid.

### **1.3 The Role of the Head Teachers, Principals and Managers**

Head of the institution facilitates and co-ordinates the advertised vacancy gazette and application forms for the teachers.

- Vacancy Gazette and application forms are made available to the teachers
- Provide advice and directions to the teachers in a professional and transparent manner and enable them to correctly apply for the vacant positions.
- Assist all teachers to correctly fill the application forms – TSC forms 28, 29 and 30.
- Ensure teachers keep copies and submit the original application (TSC form 28 and 30) to the Appointing Authorities for Central Sorting respectively.

### **1.4 The Role of School Boards of Governors and Governing Councils**

The Governing Councils of National Institutions and the Boards of Governors of High and Secondary Schools, Inclusive Education Centres, Flexible Learning Centres, Technical/Vocation Schools, may make recommendations for teacher appointments.

- Governing Council and Board of Governors appoints a subcommittee to recommend teacher appointments to the Governing Council and Board of Governors.
- Submit the list of suitable teachers to relevant authorities for appointment based on merit
- Where necessary the Board must provide relevant documents as eligibility copies, substantive levels including meeting minutes to support teacher recommended.
- Attendance and Performance Appraisals report and with any health condition concerns must be provided as attachment.

### **1.5 The Role of School Boards of Management (BoM) and Boards of Governors (BoGs).**

- BOGs for high schools make direct recommendations to the PEB whereas Board of Managements (BOM) have no say at all for teacher appointments. For BOM, the Selection Panel (see section 38 (2) does everything).
- Board of Managements of Elementary and Primary, and Vocational Centre shall only take decisions of the PEBs and ensure that those teachers who are appointed resume on time at the time of resumption. Secondary, Inclusive Education Resource Centres have Boards of Governors' Selection Panel that make recommendation to PEB for final endorsement to TSC.

### **1.6 The Roles of Inspectors and District Education Managers**

Inspectors and District Education Managers (technical officers) can only provide technical and professional advice to the appropriate Appointing Authorities.

- Technical Officers are required to participate as non-committee members in the appointment committee meetings and provide technical and professional advice.
- Technical Officers are required to provide any written disciplinary documents to the appointment committees on a particular teacher only when requested by the appointment committee when a matter of discipline arises. However, the Appointment Committees are discouraged from using disciplinary allegations against teachers to displace teachers. Inspectors can only provide reports to the Committees where teachers have already been charged or suspended by the authorized persons.
- Technical Officers are required to provide and advise the appointing committees with written documents to support teachers' attendance and performance only when requested by the appointing committee.
- Inspectors are not permitted to use their position and authority to influence the outcome of an appointment decision that may favor or disadvantage an applicant during the appointment proceedings.

### **1.7 The Role of the School Board of Governors'**

The only board that is recognized is the **School Board of Governors'** which should have church representatives in it. There is no other board recognized by TSC to make recommendations on appointment.

### **1.8 The Role of the Church Education Secretary.**

Church Education Secretaries consult and are consulted by the appointing authorities on appointment matters.

- Church Education Secretaries represent their respective agencies on teacher appointments for their schools and provide advice to the Church Education Boards on the process and procedures of appointments.
- A Church Education Secretary who is not a member of an appointing committee is required to participate in the appointment proceeding as an observer. She or he can only express her/his views to the appointment committee on specific issue/s pertaining to teacher appointment for its agency schools.
- A Church Education Secretary should ensure church philosophy, CODE and transparency is upheld when making teacher appointment recommendations.
- An agency should ensure that disciplinary issues are not taken into consideration during teacher appointment as there is a process for disciplining teachers.

### **1.9 The Role of the Selection Panel**

This is the Committee that is set up under section 38 (2) of the Teaching Service Act and it only makes recommendations for Community schools, primary schools and Vocational Centers. It is chaired by the PEA.

The Selection Panel facilitates and conducts appointments for Provincial and National Education Boards.

- It processes all applications and makes a final list of appointment recommendations for the Provincial Education Boards for provincial institutions and NEB for national institutions for approval on timely bases.
- It must take into full consideration the appointment recommendations of the member Church Education Boards.

- Where there is no suitable applicant for the position agency Secretary should be advised to provide alternate nominee within 7 working days after expiry Appointment Authorities can make appointment.
- The panel must conduct a fair and transparent appointment of teachers based on TSC Appointment criteria under provision of Section 41 for PEBs and NEB final appointment decision.

### **1.10 The Role of the Provincial Education Boards (PEB)**

A Provincial Education Board is the only legitimate authority to approve appointments of teachers within their respective provinces.

- PEBs formally approve official teacher appointment recommendations from the Board of Governors and Selection Panels.
- A Provincial Education Board has the right to reject an appointment if in its wisdom perceives the recommendation is improper. The PEB's approval of the teacher appointment is final and cannot be changed unless the appointment in question is reviewed and change/s made is referred to the PEB for approval.
- The Appointment Officer as appointment executive to the PEB is responsible for submitting TSC form 31 on recommendations for substantive appointment for-Central Sorting Confirmation within PEB meeting respectively. However, he or she is not responsible for appointing teachers.
- After the PEBs and Central Sorting approval of teacher appointments; the Appointment Officer informs teachers individually of their appointments and non-appointments to positions through the slip on TSC F28 which is mandatory provision of 43 of TS Act.
- The Appointment Officer is to clearly indicate which position is appealable or not so that frivolous appeals are discouraged.
- Any frivolous Appeals other than the positions that are appealable after the notice of Appointment appellant will be charged to pay a penalty fine.
- The PEB is responsible to meet the initial transport cost for teachers who are appointed to promotional positions.

### **1.11 The Role of the National Education Board (NEB)**

The National Education Board approves appointments of teachers within the national education institutions.

- The NEB formally approves official teacher appointment recommendations from the NEB Professional Boards.

- The NEB has the right to reject an appointment if in its wisdom perceives the appointment is improper. The NEB's approval of the teacher appointment is final and cannot be changed unless the appointment in question is reviewed and change/s made is referred to the NEB for approval.
- The NEB Professional Boards are responsible for submitting TSC form 31 on recommendations for substantive appointment for Central Sorting Unit. Confirmation within NEB meeting.
- After the NEB's and Central Sorting approval for teachers' appointment; the NEB's Professional Bodies informs teachers individually of their appointments and non-appointments through the slip on TSC F28 which is mandatory provision Section 43 TS Act.
- The NEB Professional Board is to clearly indicate which position is appealable or not so that frivolous appeals are discouraged.
- Any frivolous Appeals other than the positions that are appealable after the notice of Appointment appellants will be charged to pay a penalty fine.

### **1.12 The use of Appointments Process for Disciplinary Matters**

Appointment process must not be used to resolve disciplinary matters.

- Appointing Authorities at provincial and national levels must not use appointment process to deal with disciplinary matters. This means that if a teacher has disciplinary allegations against him or her, and disciplinary processes are yet to be commenced against him or her, that teacher should not be displaced from a teaching position.
- A member of the Teaching Service who is alleged or had committed an offence should not be removed from one school and transfer to another school; or displaced from her/his teaching position; or demoted and or terminated without the teacher being put through a proper disciplinary process.

## **2. THE APPOINTMENT PROCESS**

### **2.1 Advertisement of the Teaching Positions (TS Act: Sect 35)**

Teaching Service Vacancy Gazette shall be produced annually.

- General Education Services Division of the National Department of Education shall be responsible for the formatting of all vacant positions for all national and

provincial institutions within the National Education System by June each school year.

- Provincial Education Boards shall advertise all vacant teaching positions for provincial education institutions and distribute copies to other provinces and national education institutions for public circulation by end of August.
- National Education Board shall advertise all teaching positions for National Institutions and distribute copies to national institutions and all Provincial Education offices for public circulation by end of August.
- Each provincial educational authority shall advise teachers on the availability of teaching vacancies that exist in schools in other provinces.
- The length of advertisement of vacant teaching positions at national and provincial levels shall be two months commencing end of August each school calendar year.
- All schools/institutions heads must ensure that all application forms for teachers in their respective schools/institutions are sent to the Provincial and National Education Boards.
- All Head Teachers and Principals who deliberately disposes, displace or destroy any of their teachers' application forms shall be liable for disciplinary action.

## **2.2 Appointment for Provincial Institutions (TS Act: Sect 38)**

The Provincial Education Board is the legitimate authority in making Appointments for teachers in provincial institutions.

- For high and secondary schools, the Board of Governors shall make recommendations on staff appointment and forward the proposed staffing list to the Provincial Education Board for deliberation and approval together with the minute for the school board in which the recommendations were made.
- Wherever possible, nominations by governing councils shall be accepted, within the guidelines of the Teaching Service Act.
- For primary schools and vocational centers, the Provincial Education Board upon receipt of teacher appointment recommendations together with minute of meetings from Selection Panel of the Provincial Education Board approves appointments taking into consideration Section 25, 26, 27, 28, 37, 46 & 47 of the Teaching Service Act.
- Upon receipt of applications from the schools, the Provincial Education Advisor in each province will ensure that all applications for church agency schools are

compiled and sent to their respective Board of Governors for their deliberation and recommendation.

- Upon receipt of teachers' applications for Church run schools, Board of Governors shall make staff recommendations on appointments. This must be done with supporting evidence of inspection report, substantive and eligibilities to solicit support for their recommendations.
- Finally, forward them to the Provincial Education Board for deliberation and approval.

### **2.3 Appointment for National Institutions (TS Act: Sect 39)**

The National Education Board is the legitimate authority in making appointments for teachers in national institutions.

- The National Education Board shall make appointments to positions in national institutions after having received the staff appointment recommendations from the professional committees of the NEB.
- The NEB Professional Boards are responsible for submitting TSC form 31 on recommendations for substantive appointment for Central Sorting Confirmation within the NEB meeting.
- Nominations by governing councils and professional committee recommendations may be accepted, or rejected by the appointing authority within the guidelines of the Teaching Service Act.
- After the NEB's and Central Sorting approval for teachers' appointment; the NEB's Professional Bodies informs teachers individually of their appointments and non-appointments through the slip on TSC F28 which is mandatory provision Section 43 TS Act.
- The NEB Professional Board is to clearly indicate which position is appealable or not so that frivolous appeals are discouraged.

### **2.4 Appointment of New Graduates**

Graduates are appointed to base level vacant positions on acting basis.

- New Graduates must provide all necessary documents and Provisional Registration Certificates to the appointing authorities.
- Appointing Authorities must appoint new graduates from teacher training institutions recognized and accepted by the Teaching Service Commission. Graduates from other institutions not recognized and accepted by the TSC must not be appointed.

- All appointing authorities of the Provincial Education Boards and National Education Board must submit on time list of new Graduates with all required documents to Payroll Division of NDOE to place graduates on payroll.
- All graduates must fill and sign Form 1 and forward together with the Resumption of Summary Sheet (RODSS) and academic qualifications to Payroll Division for file records.
- Provincial Education Authorities and Heads of National Education Institutions must provide lists of new graduates to Standard Officers to carry out compulsory inspections within the first two years of teaching for full registration.

## **2.5 Selections and Appointments (TS Act: Sect 37)**

Appointing Authorities must make fair and transparent appointments.

- Each PEB shall establish a Selection Panel on Teacher Appointments to deal with the appointments of teachers for vacant positions within the Provincial Education Institutions.
- The Chairman NEB shall establish respective Professional Committees on Teacher Appointments to deal with appointments of teachers for vacant positions within the National Education Institutions.
- In the case of teacher appointments for community, primary and vocational centers, the appointment of the members of the Selection Panel shall be consistent with the provisions of membership of the Teaching Service Act; section 38(2) which shall include:
  - i) The Provincial Education Advisor who shall be the Chairperson/a Chairperson appointed by the chairperson of PEB. Education Act Sect 49.
  - ii) Not more than two members appointed by the PEB from a panel of names nominated by the PNG Teachers Association.
  - iii) Other agency representatives as appointed by the PEB
  - iv) A member appointed by the PEB

## **2.6 Procedures in making Appointments (TS Act Sect 41)**

The National and Provincial Education Boards must make fair and transparent appointments.

- In making appointments, the Appointing Authorities must comply with the provisions of the Teaching Service Act, Sections, 37, 38, 39, 40 and 42 and other sections pertaining to appointments within the TS Act.

- Notwithstanding the above, the appointing authorities must follow these appointment criteria in making appointments;
  - i) A teacher on tenure position should not be re-appointed away from his or her tenure position unless appointed to a position above his/her substantive, or
  - ii) The teacher has applied for a position outside of the province, or
  - iii) The teacher has applied for a position other than his/her tenure position, after having served in that position for no less than three years, or
  - iv) If there is written evidence that the community or the agency does not want that teacher back in that school through the discipline process and procedures in accordance with Section 27 and church code.
  - v) A teacher whose substantive level is same as the position applied for shall be given priority against current eligibilities only if incumbent is not eligible.
  - vi) A teacher who has attendance and performance issues even with current substantive and eligibility shall be considered for acting appointment.
  - vii) An incumbent who has substantive or current eligibility to the position he/she applied for must be given priority against other applications.
  - viii) A current serving teacher within the province shall be given priority against those applying from outside unless no suitable applicant appointment can be made.
  - ix) Where married couples are both teachers their appointments should be made in the same school and they should not be separated unless they agree by application.
  - x) A teacher with an incomplete disciplinary case must not be disadvantaged from appointment but given fair appointment on merit.
  - xi) A teacher who has acted on a promotional position for three years or more and has applied for inspections for at least twice but denied shall be appointed on the position.
  - xii) An incumbent who has been on a particular position and school for five years or more shall not be considered for appointment on the same position but shall be appointed elsewhere. (This is a prerogative of the PEB or NEB)

## **2.7 Obligation to Appoint (TS Act Sect 42)**

All appointments must be merit based.

- A member of the Teaching Service who is suitable for appointment to an advertised vacancy in a promotional position, the Appointing Authority shall appoint him/her to the vacant position.

- Where a suitable appointment is not made, the Appointing Authority shall make acting appointment and re-advertise the position in the following year
- In re-advertising a vacant position, ample time must be given to suitable candidate to apply. This should be over a period of four (4) weeks.
- On receipt of application for a re-advertised vacancy, the Appointing Authority must make an appointment within two (2) weeks from the closing date of the re-advertisement.

## **2.8 Acting Appointments (TS Act Sect 71)**

An acting appointment is made for one school year only

- Provincial Education Boards and National Education Boards may make acting appointments to vacant positions in their institutions.
- An appointee to a vacant position must be issued with an instrument of acting appointment clearly stating the date of commencement and the date of end of appointment.
- An acting appointment made on promotional position must be made on merit.
- An acting appointee must be issued with an instrument of acting appointment indicating clearly that the appointment is only for a one-year period.
- All teachers appointed to vacant positions have the right of continuity of service. Appointing Authorities have the obligation to ensure all teachers are given teaching position.
- In acting appointments all substantive holders on promotional positions are to be given equivalent levels while transfer -ins may be considered depending on the availability of vacancies.
- A teacher who is unnecessarily being displaced by an Appointing Authority shall remain on payroll until an appointment is made.
- A teacher who is appointed to a vacant position with which she/he has substantive and or eligibility status shall appeal the decision of the Appointing Authority to the Commission, whose decision is final.
- All other acting appointments are not subject for appeal.
- A teacher who has substantive or eligibility status should not be appointed to act for more than one year on the position to which he/she has eligibility or substantive status.
- Teachers who have been released from other provinces who could not secure a teaching position must write to the Commission requesting for leave without pay to avoid deemed to have resign after 12 months.

- Appointees who unreasonable excuse has rejected appointment offer cannot be given a second appointment but he/she shall be considered for leave without pay for one year.

## **2.9 Re-advertisement of Vacant Positions (TS Act Sect. 67)**

All vacant positions shall be re-advertised.

- A tenure incumbent has received unsatisfactory professional report within the initial period of three years of appointment or at any time immediately thereafter loses the position and forced inspection applies.
- A tenure incumbent has not applied for or received professional report within the initial three (3) years of appointment or at any time immediately thereafter loses his/her tenure.
- A teacher who obtains a satisfactory professional report shall continue to occupy the position for a period of not more than two (2) years.
- A teacher who has tenure to a position and serves for additional two years after the initial three years of the appointment had expired; shall forfeit her/his right of tenure if the teacher fails to obtain a satisfactory personal report. The position shall immediately become vacant.
- When the tenure holder has resigned, retired, deceased, released to other province, released to serve under other Acts or confirms a position above his/her previous level; the tenure position shall immediately become vacant.

## **2.10 Un-acceptable Nominations**

An Appointing Authority has the right to accept or reject nominations.

- Section 39, sub-section (3) provides that if an appointing authority is not prepared to accept the nomination of the governing body concerned, the Appointing Authority shall call for another nomination from the governing body.
- If the nomination is not received within 14 days, the Appointing Authority can make acting appointment.

## **2.11 Notice of Appointments (TS Act Sect 43)**

All applicants must be notified of the outcomes of their applications.

- It is a requirement that all applicants who have applied to vacant positions are notified of the outcome of the appointment selections on TSC Form 28 by the

respective appointing authorities immediately upon receipt of Confirmation of Teachers Appointment Gazette.

- Pending the Confirmation of Appointment from Central Sorting, the appointing authority must immediately inform each applicant of his/her proposed appointment for the following year until confirmation from Central Sorting is received.
- On receipt of the Confirmation of Appointment from Central Sorting, the successful applicant shall be notified of the confirmation of his/her appointment.
- Appointing authorities have the obligation to inform the unsuccessful applicants and state the reason why her/his application was unsuccessful.
- Appointing authorities shall give notice to an unsuccessful applicant as to whether she/he has the right to appeal to the Commission.
- Responsible Officer who fails to serve Notice of Appointment shall be considered professional negligence thus appropriate discipline shall be taken against the officer PEB and NEB Disciplinary Committee.

## **2.12 Failure to take up Appointments (TS Act Sect 44)**

Successful applicants must take up their tenure appointments

- A successful applicant who has won a tenure position must take up her/his appointment on the first day of each school year or on the date specified on the appointment notice.
- A successful applicant must physically resume on the position, fill in the RODSS and perform duties in the first week of the school year to confirm his substantive status and tenure position.
- A successful applicant who fails to take up his/her appointment on the date specified shall forfeit both his/her current and former appointments, and the position shall be declared vacant as a consequence.
- A teacher who forfeited both his current and former appointment may apply for any relevant advertised vacancy only on conditions as determined by the Commission.

## **2.13 Tenure Appointments**

Tenure position is won through advertisement and confirmation.

- A teacher appointed to a position to which he/she had applied to shall hold tenure to that position for a period of no less than three (3) years unless subject to section 46 and 67.

- At the expiry of the term of his/her tenure the teacher concerned must apply for personal inspection and receive a satisfactory performance report in order to have his/her tenure extended for an extension of two (2) years.
- An extension of tenure appointment after the initial three-year period is made through inspection. A tenure holder who applies for an inspection to extend his/her tenure and receives an unsatisfactory personal report forfeits his/her tenure. The position shall be declared vacant.
- A tenure holder who is appointed on an acting basis to a promotional position higher than his/her substantive level must write to the Commission only after serving three (3) months or more on the position requesting reservation of the tenure position for a one-year period. Request for reservation of tenure position is done annually.
- A tenure holder who fails to inform the Commission to reserve his/her tenure position and absconds for a period of four weeks or more forfeits his/her right of tenure to the position.

#### **2.14 Confirmation of Promotions**

Confirmation of Promotions is made through the annual Confirmation Gazette.

- Teachers who have applied for vacant positions through the annual Vacancy Gazette and are successful are advised of the appointments through the notification slips of TSC Form 28.
- Confirmations of promotional appointments are declared through the Confirmation of Appointment Gazette. The successful applicant MUST physically resume on the position through RODSS which shall be configured on Payroll to confirm substantive and tenure status.
- A teacher who is aggrieved over non appointment to a promotional position may appeal to the Teaching Service Commission using TSC Form 6 within five (5) weeks effective from the date of the appointment notice with supporting documents.
- Appeals not made within the prescribed period and using the correct form shall be deemed invalid.
- Where no appeal is made against an appointment within the prescribed period, the appointment as declared through the Confirmation Gazette remains effective.

#### **2.15 Confirmation of Tenure and Substantive Positions**

Confirmation of tenure appointments and substantive status is made through completion of RODSS.

- All successful applicants who have won tenure positions must resume duties on their positions on the first week of the school calendar year for Payroll to configure on the system to confirm substantive and tenure ship through the RODSS.
- Failure to taking up appointment on the time stated shall result in the forfeiture of the new and pervious tenure appointments.

### **2.16 Continuity of Service (TS Act Sect 24)**

Teaching Service members have the right to continuity of service.

- Serving member of the Teaching Service has the right to continue to serve on tenure positions and or on acting appointments.
- Appointing Authorities have the responsibility to ensure that all teachers teaching in schools within its responsibility are given teaching positions each year.
- No member of the Teaching Service shall be displaced for disciplinary and other matters.

## **3. APPEALS**

### **3.1 Right of Appeals (TS Act Sect 59)**

A member of the Teaching Service has rights to appeal.

- A teacher who is aggrieved over the decision of an Appointing Authority may appeal to the Teaching Service Commission. The decision of the Commission is final.

### **3.2 Appeals against Promotions**

Members of the Teaching Service may appeal against a promotion.

- A teacher who has applied for a promotional position through the vacancy gazette and was unsuccessful may appeal to the Commission for a review and decision.
- The content of the appeal shall justify of appellant's suitability which may have being over looked and submit supporting evidence of current eligibility and substantive status.
- The appeal shall be made on the correct form and within prescribed time period of five (5) weeks effective from the date of the receipt of the Confirmation Gazette.

### **3.3 Appeals against Refusal of declaration to Eligibility Status (refer to TS Act 65)**

A member of the Teaching Service has a right to appeal against denial of declaration of eligibility status.

- A member of the Teaching Service who is denied declaration of eligibility status by the Secretary for Education may appeal to the Teaching Service Appeals Committee within five (5) weeks effective from the date of refusal of declaration by using TSC Form 7 (refer to TS Act 65)
- Any appeals after the expiry time of the five (5) weeks shall not be entertained.

### **3.4 Appeals against Re-advertisement of Position**

A tenure position is valid for three (3) years.

- A member of the Teaching Service has the right to occupy his/her tenure position for three (3) years only.
- A tenure position shall become vacant at the end of the third year unless:
  - i) The tenure holder applies for a personal report within the initial three-year period and receives an unsuccessful report.
  - ii) The tenure holder fails to apply to the Inspector to carry out a personal inspection on him/her.
  - iii) The tenure holder has absconded from his/her tenure position for more than twelve months' period without securing reservation of tenure approval from the Teaching Service Commission.
  - iv) A tenure holder who is appointed above his/her substantive level on acting basis and fails to advise the Commission to reserve his/her tenure position.
  - v) Tenure holder shall not be appointed elsewhere on the same level within the initial three years of tenure

### **3.5 Appeals against Reduction in Classification (TS Act Sect 64 & 69)**

A member of the Teaching Service may appeal against reduction in classification.

- A Departmental Head may make a decision to reduce a teacher to a lower classification under Section 69 of the TS Act.

### **3.6 Appeal against cancellation of eligibility (TS Act Sec t 65)**

A member of the Teaching Service may appeal against eligibility.

- A teacher who is aggrieved by a decision of Departmental Head to cancel his/her eligibility may appeal in such manner and in such time as prescribed.
  - (a) The appeals committee may uphold the Departmental Head's decision or
  - (b) May allow the appeal and restore the declaration of eligibility for such period as it may determine.

### **3.7 Appeal against displacement from tenure position**

**A tenure position is by law to be occupied for three years.**

- A tenure holder who has been displaced by appointing authority shall appeal to the Commission and the Commission shall;
  - (a) Uphold the appellant's appeal and direct appointing authority to retain him/her on the position
  - (b) Advice Payroll Division to maintain him/her on the payroll on the position
  - (c) The Commission's decision is final.

### **3.8 Appeal against displacement from a teaching position (TS Act Sect. 24)**

A serving member of the Teaching Service shall have right of continuity.

- A member who has been displaced by appointing authority may appeal to the Commission.
- All such appeals shall be submitted no later than June and any appeals after June the appellant shall be considered as leave without pay.
- Appellant 's concern may be upheld and appointing authority shall be directed to offer him/her a teaching position and facilitate the RODSS to be restored on payroll.
- Noncompliance shall result in appellant to be placed on payroll.
- The Commission's decision shall be final.

### **3.9 Frivolous appeals**

A member of the Teaching Service shall pay a fine for lodging a frivolous appeal.

- Members of the Teaching Service who have submitted an appeal which is considered frivolous shall be made to pay a fine under TS Act Section 66 (2) (a) and (b), (3) (a) and (b).

## **4 ADMISSION (TS Act Section 22)**

### **4.1 Admission into the Teaching Service**

A person seeking admission into the Teaching Service must meet all admission requirements.

- Appointing Authorities must not engage non trained teachers or unregistered or deregistered teachers to a teaching position outside of TSC issued Determinations if he/she;
  - i) is not a graduate from TSC recognized teacher training institution and universities.
  - ii) Is not given a provisional registration as a teacher by the Secretary for Education.
  - iii) Is not granted provisional admission into the Teaching Service by the Commission.
- A school board and or an appointing authority which engages a person to a teaching position without adhering to the policy and procedures as stated is responsible for payment of salaries and allowances from their own source of funding to the person engaged and service rendered.

### **4.2 Re-admission (Section 23 of TS Act)**

A teacher who had separated from the Teaching Service may apply for re-admission.

- This only applies to teachers who had separated from the Teaching Service after being convicted in accordance with section 94 of the Teaching Service Act, or retired on medical grounds, or is deemed to have resigned. These categories of teachers must apply for re-admission to the Teaching Service Commission and having admitted is permitted to take up a teaching positions.
- Readmitted teachers under this category will be deemed to have continued being in the teaching service as if they had not been dismissed.
- Re-admitted teachers shall commence teaching effective from the date of admission by the Commission.
- Any engagement prior to Commission's admission the appointing authority and schools are responsible for services rendered.

## 5. Summary

The *Teacher Appointment Policy and Procedures Manual* has been developed and mandated as a statutory guide to implement and institutionalize teacher appointment effectively and efficiently in the education system. It is of great significance to ensure all appointing authorities adhere to the manual to ensure the ultimate purpose, aim and the objectives of the 'Teacher Appointment Functions' are achieved collectively and diligently for inclusive and quality teaching service; and educational outcomes.

## 6. Conclusion

As a statutory guide, the *Teacher Appointment Policy and Procedures Manual* is a mandated document to uphold the powers and functions of Teacher Appointment in the education system. TSC as the Teaching Service regulatory arm of the Independent State of PNG strives to serve and promote the Teaching Service and its membership to maintain the highest integrity and professionalism. To ensure such a responsibility in education service delivery in the PNG education system, an inclusive, collaborative and noble approach is required of all key stakeholders.

## 7. Reference

NDoE. (2020). *Education Act (1995)*, Ministry of Education. Papua New Guinea

Teaching Service Commission. (2020). *Teaching Service Act. (1988)*, No. 12 of 1988, Ministry of Education. Papua New Guinea

Teaching Service Commission. (n.d). *TEACHER APPOINTMENT POLICIES AND PROCEDURES MANUAL (Draft)*, Ministry of Education. Papua New Guinea

Teaching Service Commission. (2019). *REVISED DISCIPLINARY POLICY AND PROCEDURES MANUAL FOR MEMBERS OF THE TEACHING SERVICE*, Ministry of Education. Papua New Guinea



Signed: .....Date: \_\_/\_\_/\_\_      Signed..... Date: \_\_/\_\_/\_\_      Signed.....  
Date: \_\_/\_\_/\_\_  
Chairperson of Selection Committee      Teacher's Rep.      Agency Rep.

The Recommendation shown above is ACCEPTED/NOT ACCEPTED (strike out whichever is not applicable)

SIGN: ..... Date: \_\_/\_\_/\_\_  
Chairperson – Appointing Authority

Foot Note: I with regard to appointments in high school, secondary school, National High Schools and colleges if a NEB or PEB is not prepared to accept a nomination of a Selection Committee (Governing Body) it must advise the Governing body concerned of its rejection in accordance with section 39 (4) of the Teaching Service Act.



**1.3 TSC FORM 6:**  
**INDEPENDENT STATE OF PAPUA NEW GUINEA.**  
**Teaching Service Act 1988.**  
Act: Sec. 59 (1) Form 6.  
Reg, Sec.4

**NOTICE OF APPEAL AGAINST PROMOTION.**

The Chairman,  
Teaching Service Appeals Committee.

**PART A. APPEAL AGAINST**

Name of Promotee: .....  
Position No: ..... Division: .....  
Education District: .....

PNG National Legislation

This an official copy of the legislation of PNG

**PART B. APPEAL BY:**

Name of Appellant: .....  
File no: .....  
Division: .....  
Education District: .....  
Institution: .....

**PART C: GROUNDS OF APPEAL.**

- (a) My suitability was not adequately considered by the appointing authority because-
  - (i) All the evidence was not available; or
  - (ii) Due weight was not given to the evidence and my suitability for the position is superior to that of the promotee.
- (b) The position was filled by the appointing authority on conditions other than those advertised under Section 35 of the Teaching Service Act.

**UNDERLINE THE GROUND ON WHICH YOU ARE APPEALING.**

I am a qualified member as defined in Section 51 of the Teaching Service Act.  
I appeal against the promotion shown above (under Section 59 of the Act) and certify that the "Notice of Appointment and Right of Appeal" which I received in respect of that appointment was dated .....20.....and that I received it on .....20.....

..... (Signature of Appellant)  
Dated.....20.....