



# TEACHING SERVICE COMMISSION

*"Teachers Build Our Nation"*

Office of the Chairman

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## CIRCULAR INSTRUCTION 2/2026

To: All Provincial TSC Advisors

From: Office of the Chairman

Date: 16.02.26

### **SUBJECT: DIRECTIVE ON THE MANDATORY TEACHER APPOINTMENT ONLINE UPDATE**

This Circular is issued as a formal directive to all Provincial TSC Advisors.

All Provincial TSC Advisors are hereby directed to complete and maintain mandatory updates on the Teacher Appointment Online system.

This requirement is non-negotiable and forms part of the core duties and responsibilities of every Advisor.

The Teacher Appointment Online system is an official Commission platform used for monitoring performance, validating entitlements, and informing executive and payroll decisions.

Failure to update the system compromises Commission operations and will not be tolerated.

The following activities must be fully updated:

1. Monthly Returns
2. Teachers Positions 2025/2026
3. Teachers Leave data update
4. Teachers Gender update align with the positions
5. School Remoteness status/operational status
6. Teacher Audits update/Qualification
7. Teachers 2026 Admission status Update

All updates must be completed by the end of the First Quarter of the year. No extensions will be granted without written approval from the Commission.

Compliance with this directive will be a mandatory assessment criterion in your Annual Performance Appraisal and will also directly influence contract renewal decisions.

Failure to comply within the stipulated timeframe will constitute non-performance of duty and may result in adverse appraisal outcomes and administrative action as determined by the Commission.

Provincial TSC Advisors are expected to give this directive immediate priority and ensure full compliance within the specified timeframe.

This Circular takes immediate effect.



MAINI MIKE UGAIA  
Chairman - Teaching Service Commission

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