



TEACHING SERVICE COMMISSION

"Teachers Build Our Nation"

Office of the Chairman

CIRCULAR INSTRUCTION 3/2026

To: All Provincial TSC Advisors

From: Office of the Chairman

Date: 16.02.26

**SUBJECT: MANDATORY SUBMISSION OF STUDENT ENROLMENT RETURNS AND
TEACHER RESUMPTION STATUS REPORTS.**

This circular serves as a formal directive to all Provincial TSC Advisors to immediately undertake data collection and submission of required reports for schools located within and around urban centres,

1. Student Enrolment Returns

All Provincial TSC Advisors are hereby instructed to compile and submit verified student enrolment returns for schools situated in locations closer to towns and cities. The data must be accurate, validated by school heads, and aligned with official school records.

2. Teacher Appointment and Resumption Report

Each province must submit a comprehensive report detailing:

- a. Total number of teachers appointed to each school.
- b. Number of teachers who have resumed duty.
- c. Number of teachers who have not resumed duty
- d. Reasons for non-resumption (where applicable)
- e. Status of replacement or acting arrangements if in place

3. Compliance Requirement

This is a mandatory directive. Provincial TSC Advisors are personally responsible for ensuring that Data is complete, factual, and submitted on time and all schools within designated urban proximity are included, reports are endorsed and certified before submission.

4. Deadline

All reports must reach the Commission no later than 16th March 2026. Failure to comply within the stipulated timeframe will be treated as non-performance of official duty and may affect performance appraisal and administrative assessment.

5. Submission Format

Reports must be submitted both electronically via official reporting channels, and Hard copy duly signed and stamped.

Strict compliance is required. This directive is issued in the interest of maintaining accurate teacher deployment records and ensuring accountability in school operations.



MAINI MIKE UGAIA
Chairman - Teaching Service Commission

Vulupindi Haus Level 3
Waigani Drive
P.O. Box 6268
BOROKO
National Capital District, Papua New Guinea

TELEPHONE: (675) 3288800 ext 1152
Email: Maini_Ugaia@education.gov.pg