



**TEACHING SERVICE COMMISSION**  
**OFFICE OF COMMISSIONER OPERATION**

**ADMINISTRATION OF TEACHERS APPOINTMENT 2023  
IN ALIGNMENT WITH TSC DETERMINATION NO: 5 OF  
2021**

Date: 03/10/2023  
File: 3-1-2

**TO ALL:**

- **Provincial Education Advisors and Officers**
- **National and Provincial Education Boards**
- **Church Education Secretaries**

**SUBJECT: GUIDANCE ON THE ADMINISTRATION OF SERVING AND NEW  
COMMENCEMENT TEACHERS APPOINTMENT FOR 2024 IN ALIGNMENT  
TO TSC DETERMINATION NO:5 OF 2021.**

**1.0. AUTHORITY:**

This direction is issued under the authority of Section 41 and 71 of the Teaching Service Act 1988.

**2.0. APPLICATION:**

All Appointing Authorities and Church Secretaries to comply with this policy directive when making teacher appointment in 2023 for 2024.

**3.0. PURPOSE:**

Provide Administrative guidance in administering teacher appointment to new elevated base level positions in the Teaching Service.

**4.0. BACKGROUND:**

The full Commission in its **Determination No.5 of 2021** elevated base level positions for all teaching positions and school established structure to compensate teachers for their

diligent and immeasurable services in implementing the current reforms of education. .Base Level Position Elevation is really about jumping one to two steps in base salary level and new promotional and salaries to recognize teachers tireless efforts in aligning to all education reforms.

Promotion for many teachers may take years of experience and performance appraisals thus this elevation is truly a GIFT to **foster motivation** for quality delivery of teaching and learning within the National Education System.

#### PAYROLL UPDATE ON TSC DETERMINATION ON ELEVATION IMPLEMENTATION

Co de	PROV	SEC	VOC	PRIM	ELEM	I/Edu	Remarks
51	Western	✓	✓	✓	✓		Completed
52	Gulf	✓	✓	✓	✓		Completed
53	Central	✓	✓	✓	✓		Completed
54	MBP	✓	✓	✓	✓		Completed
55	ORO	✓	✓	✓	✓		Completed
56	SHP	✓	✓	✓	✓		Completed
57	EHP	✓	✓				Under processing
58	Simbu	✓	✓	✓	✓		Completed
59	WHP	✓	✓	✓	✓		Completed
60	WSP	✓	✓	✓			Elementary commenced
61	ESP	✓	✓	✓	✓		Completed
62	Madang		✓				Working on Prim & Sec
63	Morobe	✓	✓				Commenced work on
64	WNBP	✓	✓				Commenced work on Prim
65	ENBP	✓	✓	✓	✓		Completed
66	NIP	✓	✓	✓	✓		Completed
67	AROB						Commenced work
68	Manus	✓	✓	✓	✓		Completed
69	NCD	✓	✓	✓	✓		Completed
70	Enga	✓	✓	✓			Elementary work in progress
71	KLM	✓	✓	✓	✓		Completed
72	Jiwaka	✓	✓				Primary work in progress
73	Hela	✓	✓	✓	✓		Completed

The above table shows the progressive work on the elevation effective as of 11<sup>th</sup> October 2023. All Sectors with entries completed teachers are now enjoying new base level salary with one off back pays to January 2023. Other Sectors work is still in progress targeted to complete by this month once all occupancy records are updated teachers will be paid accordingly.

Please note that there will be minor push up effects expected once all elevation is fully implemented within the Teaching position and school structure. All Teaching Position audit and validation process will commence 2024 to ensure every teaching position is aligned to school structure at different sectors in the National Education System..

**4.1. The effects of TSC Determination on Teaching Position Base Elevations for the affected Sector within the National Education System are as follows;**

**4.1.1. ELEMENTARY- ECE**

All Elementary teaching positions will change its status to Early Childhood Education positions. Thus All Preschool ECE structures have been aligned to TE02 as new base level. The first promotional level commences at TE03 and above. The first promotional level commences at TE03. All Elementary Teaching workforce will have to go through validation process for admission into Teaching Service and also to determine their terms and conditions in alignment to the Preschool and Early Childhood Education Teaching.

**4.1.2 PRIMARY**

All Primary school structure has been aligned to TSO3 as new base level. The next promotional level commences at TSO4 and above. Further determination of affected substantive and eligibility status will be determined through full admission audit process in partnership with relevant stakeholders.

**4.1.3. SECONDARY/HIGH SCHOOL/VOCATIONAL**

All Secondary/ High and Vocational School structure has been aligned to TSO4. The first promotion level commences at TSO5 and above.

Those teachers at Vocational Schools who were occupying TSO3 positions previously either by substantive status , tenure, eligibility status or acting all of these positions are no longer in the system therefore all affected teachers will be on TSO4 as their base level. And in terms of acting appointment they must be given priority as in line with the structure for each school.

All Tenure ship and Substantive and eligibility status for the affected promotional levels will be determined through TSC Full Admission Audit Validation process.

All current serving members of the teaching workforce on base level positions have been substantive recognized.

**4.1.4. NATIONAL INSTITUTIONS**

All National institutions' base level position will remain the same except for Inclusive Education base level TSO3 has been elevated to TSO4 and the first promotional level commences at TSO5 and above.

All National School of Excellence base has been elevated to TSO5 and the first promotional level commenced at TSO6.

## 5.0. SUBSTANTIVE RECOGNITION

TSC Audit and Admission Process for all of the affected teachers at base level are to be completed in line with current entry qualification requirements to determine their substantive status and continuity at promotional level.

All those teachers with current substantive and tenure on the restructured promotional position will continue to maintain their status except they lose the validity of their tenure ship and eligibility status. Further determination to their substantive status on the affected promotional tenure ship and eligibility status will be determined through full admission audit process.

## 6.0. PEB APPOINTMENT

ALL Provincial Appointing Authorities must comply with the current TSC Elevation entry determination when making appointments. Provincial TSC team must work together to ensure all current serving teachers are maintained on the restructured level in line with the school position structure and their performance and experience at different position levels.

ALL Provincial Appointing Authorities must ensure current 2023 serving teachers are maintained on the current restructured level for effective position restructuring alignment, on the current position and for fair remuneration and occupancy update for the members of teaching service who are currently serving.

Disciplinary process **must not** be used as a tool to displace teachers when making appointment. Proper disciplinary process must be complied with to avoid any legal implications.

## 7.0. ADMINISTRATION OF GRADUATES AND NEW COMMENCEMENTS

All Appointing Authorities when making appointments to ensure all TSC Admission application form is filled by all new applicants seeking appointment to Teaching Positions. The appointee's document **must be submitted to TSC by 31<sup>st</sup> March annually to determine** Admission approval into Teaching Service and further submission to Payroll for salary payment restoration.

All new applicants that do not meet admission requirement with full Qualifications documents and Provisional registration **must not be allowed** into teaching to unnecessarily commit the State financial liabilities in terms of salary payments without **TSC Admission into the Teaching Service. To avoid budget overruns all admission application must be submitted to the Commission before 31<sup>st</sup> March annually.**

All new appointments for PNGEI and National School of Excellence documents **must** go through TSC Quality Audit Process to determine their employment terms and conditions for admission into Teaching Service.

Provincial TSC Team is to work closely with all Provincial and National appointment team to ensure that all compliance requirements are adhered to in line with determination No: 5 of 2021.

#### **8.0. PAYROLL DIVISION**

Payroll officers at Head Quarter-Waigani and provincial salary officers are directed to adhere to these administrative processes when updating teachers' occupancy records with confirmation of teacher appointment and resumption document accordingly.

All TSC Admitted teachers are to be maintained on payroll to complement TSC Teacher File Digitizing which is one of TSC Teacher File Digitizing approach for effective monitoring evaluation and management of teaching workforce in the country.

#### **9. CONCLUSION**

All Provincial Appointing authorities to work closely with TSC Provincial Team to ensure 2024 teacher appointment and teacher resumption is coordinated effectively aligned to TSC determination No:5 of 2021. The guidelines highlighted should provide a guide to ensure that teacher appointment and resumption is timely done to avoid massive auto pay suspension annually.



**MAINI MIKE UGAIA**  
**Teaching Service Commission.**

**Cc: Chairman- Teaching Service Commission**

**Cc: TSC Regional Directors**

**Cc: Provincial TSC Advisors**