



TEACHING SERVICE COMMISSION

"Teachers Build Our Nation"

CIRCULAR INSTRUCTION NO: 5 OF 2026

Date: 12 March 2026

File: 1.1.3

To: All Provincial TSC Advisors
All Provincial Education Advisors

SUBJECT: COMPLETION AND SUBMISSION OF TEACHERS AUDIT FORMS.

This circular serves as a formal directive to all Provincial TSC Advisors and Provincial Education Advisors regarding the completion of Teachers Audit Forms for all teachers within your respective Provinces.

1. PURPOSE

The Teachers Audit is a mandatory exercise to verify, validate, and update all teacher records. This process is critical to ensuring the integrity of teacher appointments, payroll accuracy, personnel records, and proper workforce planning.

2. SCOPE OF AUDIT

The audit must cover all teachers currently on establishment, including: Permanent teachers, acting appointees, teachers on leave (including study and recreational leave), newly appointed teachers, displaced teachers, teachers on suspension or under investigation.

Each Teachers Audit Form must include the following mandatory information:

1. Passport Size Photograph (recent photo attached to the form)
2. Personal Details (full name, date of birth, gender, contact details, TSC file number.
3. Place of Origin (Province, District, LLG)
4. Family Information, including: Spouse details, Dependency information (number and details of dependents)
5. Academic Qualifications, including: Grade 10, school completed, Grade 12, school completed, University or College attended.
6. Copies of Certificates, Diplomas, or Degrees obtained
7. Previous Appointment Details, including: Date of first appointment, Schools previously served, Current appointment status and acting appointments (if any)

8. Certification and Declaration

Each teacher must sign the form certifying that the information provided is true and correct. The Provincial TSC Advisor must also counter-sign to verify and authenticate the information.

3. RESPONSIBILITY

Provincial TSC Advisors are responsible for coordinating, supervising, validating, and certifying the completion of all audit forms.

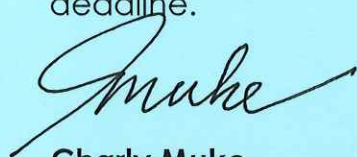
Provincial Education Advisors must ensure full cooperation from school heads to facilitate timely and accurate completion of all required information and send them to the Head Office.

4. DEADLINE

All completed Teachers Audit Forms must reach the Teaching Service Commission Headquarters no later than 30th April 2026.

5. COMPLIANCE

This directive is mandatory and must be treated with priority. All provinces are therefore directed to give this exercise urgent attention and ensure 100% compliance before the deadline.



Charly Muke

a/Commissioner Policy



Kasi Kakaito

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Maini Mike Ugaia

a/Chairman