



TEACHING SERVICE COMMISSION

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

CIRCULAR INSTRUCTION NO: 6 OF 2026

Date: 26th March 2026
File: 1.2.1

**TO: ALL PROVINCIAL EDUCATION ADVISORS / EXECUTIVE MANAGERS
ALL CHURCH EDUCATION SECRETARIES
ALL PROVINCIAL TSC OFFICERS
ALL TEACHERS WITHIN THE NATIONAL EDUCATION SYSTEM
ASSISTANT SECRETARY – TEACHER TRAINING MANAGEMENT (DHERST)**

**SUBJECT: TEACHER MANAGEMENT COMPLIANCE – TIMELINES FOR ALL
TEACHER BUSINESS PROCESSES EFFECTIVE 2026 ONWARDS**

1. AUTHORITY

This Circular is issued pursuant to the Teaching Service Act 1988, particularly Sections 9, 43, 61, 71 and 85 which vest the Teaching Service Commission (TSC) with authority over all teacher management functions.

2. PURPOSE

The purpose of this Circular is to inform all Provincial Education Boards (PEBs), District Education Boards (DEBs), the Bougainville Education Board (BEB), Church Education Authorities, and all relevant stakeholders of the mandatory timelines and compliance requirements to ensure transparent, accountable, and merit-based teacher management processes effective from 2026 onwards. This Circular supersedes **TSC determination No 4 of 2021** and to be read in conjunction with **TSC Circular No. 2 of 2025** and **TSC Circular No. 1 of 2026**.

It also advises all Provincial Education Boards (PEBs), District Education Boards (DEBs – NCD), National Education Board (NEB), AROB Education Authority, and church agencies on Commission directions regarding Teacher Business Management Processes and Procedures Timeline for key teacher business management focus areas:

2.1 Teaching Position Vacancy Formulation

2.2 Teacher Tenure Appointment – Compliance Timeline

2.3 Teacher Review Appointment – Specific Compliance Timeline

2.4 Teacher Deployment/Admission Timeline (Graduates and NTQ)

2.5 Teacher Readmission Management

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2.6 Teaching Position and School Structure Variations

2.7 Teacher Exit Management

3. BACKGROUND

- 3.1 The Parliament on the 26th August 2014, enquired into all teachers' matters and came up with 13 recommendations, for implementation by the Teaching Service Commission and Department of Education. To date major functions of the Commission are still management by different agencies and not been independently managed by the Commission.
- 3.2 The National Executive government in its NEC decision No.63 of 2015 has affirmed parliament's recommendations to ensure there is effective management of teacher business as TSC functions have been fragmented.
- 3.3 Government budget overruns on teacher personal emoluments continue due to ineffective teacher management across all stakeholders. It calls for TSC to realign all Teacher Business process for effective Teacher Business Management.
- 3.4 Teacher auto-suspension rates have not been improved despite the payroll functions being decentralized.
- 3.5 The State Solicitors' decisions of 2009 and 2024 have clearly defined the functions of the Commission under the Teaching Service Act and Section 28 of the Education Act. All Teacher Business Rest with the Commission.
- 3.6 Teacher Appointment Functions within provincial divisions have heavily being manipulated and politicized and teacher's terms and conditions are greatly affected.
- 3.7 Teacher Inspection and promotion system has not been improved, it has greatly affected teacher's remunerations
- 3.8 The Current Direction by the Prime Minister to make Teaching Profession as prestigious and ensuring all members of teaching workforce are highly paid.

4. **TEACHING SERVICE AUTHORITY OVER ALL TEACHER BUSINESS & MANAGEMENT FUNCTIONS FOR ALL TEACHERS WITHIN THE NATIONAL EDUCATION SYSTEM**

- 4.1 Teachers are members of the *Teaching Service Commission* and protected under Teaching Service Act 1988 as stipulated under **Section 9** of the *Teaching Service Act*.

The main functions of the TSC as set out under sections 9, 11 and 143 of the Teaching Service Act 1988 and section 85 of the Education Act are listed below:

4.1.1 Critically overseeing terms and conditions of teachers

4.1.2 Protecting the rights and interest of Teachers from decisions of other authorities that will affect teachers

4.1.3 Agent for State as Employer

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4.1.4 Determine terms and conditions, salaries and Allowances of Teachers

4.1.5 TSC is also vested with the powers to look after non-citizen teachers known as auxiliary members of the Teaching Service and are governed by the Teaching Service (Auxiliary Members) Act.

4.2 The oversight power given in order of priority to the TSC to exercise is to ensure that decisions of other authorities under this Act or the *Education Act 1983* do not **infringe or abrogate the rights or conditions of service of members, and where those rights or conditions are infringed or abrogated;**

4.2.1 to give such directions; and

4.2.2 to take such other action within its power under this Act or any other law as may be necessary to correct the situation; and

4.3. All Provincial Education Board are the authority recognized by the *Teaching Service Act* and they fall under this oversight power of the Teaching Service Commission. Because of the oversight powers that the TSC has, any direction given by the TSC on any decision by the appointing authority prevails and must be complied.

4.4. Teachers Terms and Conditions of Employment in terms of teacher appointment has greatly affected the terms of conditions and welfare of teachers in the country

4.5. TSC is now enacted by the Teaching Service Act to revoke all teacher appointment powers and functions for any Provincial Education Board (PEB) who continuously fail to adhere to Commissions direction and have track record of continues ineffective management Teacher Appointment business for all teachers within the National Education System.

4.6. All serving teachers must be maintained on teaching positions and no one must be displaced from teaching. For any reasons serving teachers may be displaced Commission directs that they be immediate retain to 2025 teaching positions and Payroll is directed to maintain them on payroll.

5. TEACHING POSITION VACANCY FORMULATION

5.1. Teaching Position Validation and Cleansing

All validation and variation of teaching positions and establishment must be fully completed by 30 April annually.

5.2. Teaching Position Vacancy Gazette

All identified vacant teaching positions must be advertised by 30 June annually. Where there are no vacancies by 31 July, all PEBs/NEBs must commence the pre-selection process using teachers' intention notices submitted to TSC Provincial Offices and Provincial Education Boards.

5.3. Tenure Appointment Compilation

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All re-selection and sorting of tenure appointments commence in August and close by 30 September annually. Any submission after 30 September will be declared late, and the province will be notified accordingly.

All appointing authorities (PEBs/DEBs, NEB, Church Agencies), active members of the teaching workforce, and other relevant central agencies are required to ensure that all 2026 appointments and resumptions comply with the specified timelines and procedures.

6. CONSEQUENTIAL APPOINTMENTS

All PEBs, NEBs, PNGEI, and current serving members of the teaching workforce are hereby notified that all consequential teacher appointment activities commence in September and conclude by 31 October annually, effective 2026.

Consequential appointments apply to current serving members of the teaching workforce who have not been given tenure appointments.

7. TEACHER REVIEW APPOINTMENTS

All review appointments and review postings must be completed by 15 December annually in compliance with TSC appointment process and procedures.

8. TEACHER ADMISSIONS – NEW HIRES AND READMISSIONS

8.1. AUTHORITY OF APPOINTING BODIES

The Provincial Education Boards (PEBs), District Education Boards (DEBs), and the Bougainville Education Board (BEB) are the authorities empowered to endorse or make teacher appointments **in compliance with Teaching Service Appointment Process and Procedures**. Any appointment made by individuals or entities outside these authorized bodies is illegal and will be nullified.

9. MANAGEMENT OF GRADUATES (2025 INTAKE)

All TSC Admission Applications must be completed by all new graduates and new commencements and submitted to the TSC Provincial Office before **28 February 2026**. All admission approvals will be processed with **Admission Certification** prior to payroll processing. TSC Provincial Offices must coordinate with provincial appointing team to ensure that vacancies are properly identified and that teacher admission applications fully meet admission requirements.

Full screening must be completed by **31 March 2026**. All new admissions for 2026 will be placed on payroll only upon issuance of a Teacher Admission Certification.

9.2. MANAGEMENT OF TEACHERS WHO HAVE RESIGNED OR RETIRED ON MEDICAL GROUND FOR 2027 ADMISSION AND DEPLOYMENT

All admission applications must be made available at all TSC Provincial Offices and submitted by **31 June annually**. No applications will be accepted after this date.

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9.2.1. MEDICAL RETIREES

Teachers who have retired on medical grounds must meet the following requirements:

- 9.2.1.1. Fully completed Teaching Service Admission Application Form
- 9.2.1.2. Must meet current Teaching Service entry requirements
- 9.2.1.3. Must have been out of active service for at least three (3) years (i.e., retired effective 2022 or earlier)
- 9.2.1.4. Three medical reports with clinical records confirming current medical status,
- 9.2.1.5. Full qualification documents, including Teacher Registration or TSC Admission approval
- 9.2.1.6. Must be 55 years of age or below
- 9.2.1.7. Copy of TSC exit letter
- 9.2.1.8. Current police clearance
- 9.2.1.9. National Identification documents (Birth Certificate and National ID)
- 9.2.1.10. Character Reference from a Pastor and Community Representative

9.2.2 TEACHERS UNDER NORMAL RESIGNATION / DEEMED RESIGNATION

All Applicants must meet the following:

- 9.2.2.1. Fully completed admission application form made available in TSC office
- 9.2.2.2. Teachers who exited for upgrading purposes must provide full academic credentials covering the duration of study (minimum of four (4) years)
- 9.2.2.3. Teachers who resigned for personal reasons must meet current entry requirements for the relevant sector and provide a current medical report confirming health status
- 9.2.2.4. All applicants must be below 55 years of age with valid medical reports
- 9.2.2.5. Must have current police clearance, National ID, and birth certificate
- 9.2.2.6. All readmissions must be approved by the Commission prior to engagement in teaching duties. Any engagement prior to approval will not be recognized

9.2.3. TEACHERS UNDER NORMAL / DEEMED RESIGNATION

- 9.2.3.1. Applicants may apply after a minimum waiting period of three (3) years, with an additional two (2) years required to seek admission
- 9.2.3.2. Must meet the admission criteria outlined above
- 9.2.3.3. Applicants who have worked in education-related roles may apply after three (3) years, provided they meet all admission requirements
- 9.2.3.4. All readmissions must be approved by the Commission prior to engagement. Any engagement prior to approval will not be recognized

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10. MANAGEMENT OF FINAL-YEAR STUDENTS IN TEACHER TRAINING INSTITUTIONS, COLLEGES, AND UNIVERSITIES

All final-year students attending teacher training institutions, as well as graduates from universities who wish to enter the teaching profession to impart their specialized skills and knowledge, must access the TSC Admissions Link Site through their respective school administration. The Commission will make the application links accessible for all institutions in partnership with Department of Higher Education Research and Science Technology (DHERST). Those potential teachers working in industry who wish to take up teaching roles, particularly in Technical and Vocational Education and Training (TVET) settings, are also encouraged to access the admission application for screening.

All admission applications under this category will be made available from **May** and will close on **31 July annually**.

10.1. TEACHER ADMISSION & DEPLOYMENT MANAGEMENT 2026 & 2027

10.1.1. National Teacher Admission and Deployment will be done in compliance to all Admission process effective 2027.

10.1.2. All teacher admission for 2027 will be processed at the end of August 2026 and result will be made know to all applicants with Teacher Admission certificate issued to all Teacher training institution and other institution for all non-trained teachers who have submitted TSC admission applications within the specified timeframe.

10.1.3. All stakeholders with provincial education team to ensure the certified teachers are given immediate appointment on vacant position identified by Commission.

10.1.4. All New Admissions with provisional admission certificates are to take up teaching effective from the first day of school year. All TSC provincial officers with the provincial education team to work in partnership for effective management of Teacher admission process.

11. TEACHERS MINIMUM ENTRY AND QUALIFICATION PAYABLE RATE

The 2027 Admission Requirement entry is specified for all education authorities and agencies to be fully aware to ensure all Teacher Admission is effectively managed from 2027 onwards.

SECTOR	MINIMUM QUALIFICATION ENTRY	TEACHING SUB-ENTRY BY POSITION LEVEL	QUALIFICATION / ALLOWANCE RATE	PAYABLE QUALIFICATION ALLOWANCE	QUALIFICATION PAYMENT DATA SOURCE EFFECTIVE 2027
Elementary / ECE	CET / Diploma / Bachelor's	T0S02 / TS03 / TS04 / TS05	Diploma (Specialized), Degree (ECE TS05), Masters (ECE), PhD / Doctorate	TS03 TS Salary, TS05 Salary, TS08 Salary, TS11 Salary	Teacher Admission Membership Database

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Primary	Diploma / Degree / Masters	TS03 / TS04 / TS05 / TS06 / TS07 / TS08	Diploma / Degree (Specialized & General), Masters (General Education), Masters (Specialized)	TS05 TS Level, TS06 TS Level, TS08 TS Level, TS09 TS Level	Teacher Admission Membership Database
High / Secondary	Degree / Double Degree / Masters / PhD	TS04 / TS05 / TS06 / TS07 / TS08 / TS09 / TS10 / TS11 / TS12	Degree (Specialized), Double Degree (Specialized), Masters (General), Masters (Specialized), Doctorate	TS05 TS Level, TS06 TS Level, TS08 TS Level, TS09 TS Level, TS11 TS Level	Teacher Admission Membership Database
Vocational	Degree / Double Degree / Trade Certificate / Masters	TS04 / TS05 / TS06 / TS07 / TS08 / TS09	Degree Technical, Tradesman Specialist Skills, Tradespersons with Degree, Masters Technical	TS05 TS Level, TS06 TS Level, TS07 TS Level, TS09 TS Level	Teacher Admission Membership Database
National School of Excellence	Degree (STEM related) / Masters (STEM) / Masters Education with STEM	TS05 / TS06 / TS07 / TS08 / TS09 / TS10	Masters STEM, Degree STEM & Masters STEM, PhD / Doctorate	TS09 TS Level, TS10 TS Level, TS11 TS Level	Teacher Admission Membership Database
IERCE	Degree / Masters in Special Skills in Inclusive Education	TS04 / TS05 / TS06 / TS07 / TS08	Degree & Masters, Double Degree & Masters, PhD / Doctorate	TS09 TS Salary, TS10 TS Salary, TS11 TS Salary	Teacher Admission Membership Database
Academy	All three sectors apply	Corresponding sub-entry levels of the three sectors	All specified sector sub and base entries apply	All TSC level qualification salaries apply	Teacher Admission Membership Database

12. TEACHERS' OATH OF AFFIRMATION

Teachers' Oath of Affirmation affirms loyalty to the Teaching Service. All teachers' oaths of affirmation must be dully completed by each individual member and collected by Provincial TSC officers and submitted to TSC Head Office at the start of the school year.

13. COMPLIANCE AND ENFORCEMENT

Full compliance with this Circular is mandatory. Non-compliance may result in administrative, financial, or disciplinary action under the Teaching Service Act 1998, including appointment nullification, salary withholding, and other sanctions as determined by the Commission.

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14. PAYROLL COMPLIANCE DIRECTION

All Payroll Officers at National and Provincial levels are directed to strictly comply and ensure all teachers with admission certificate with current TSC Teacher Management Directions to prevent salary fraud, liability exposure, and budget overruns, particularly during prevailing economic challenges.

15. CONCLUSION

This Circular is issued to ensure all teacher business management process is aligned within the specific timeframe for 2026 and 2027 academic year onwards. Strict adherence is required to prevent recurring issues of unlawful suspension, salary overruns, and escalating government liability. All stakeholders are directed to act responsibly and in full compliance with the law to uphold the integrity of the Teaching Service ensuring we build highly skilled and educated human resource in PNG.



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