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**CO-OPERATIVE REPUBLIC OF GUYANA
TEACHING SERVICE COMMISSION**

ANNUAL REPORT 1994

**SUBMITTED PURSUANT TO
PUBLIC SERVICE MINISTRY CIRCULAR**

No. 22/1981

DATED: 1981-12-31

1995-06-01

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1.0 EXECUTIVE SUMMARY

The year 1994 began with an air of uncertainty but ended on a very high and positive note. There was still some feeling among Commissioners that the Teaching Service Commission was going to be closed or, if not, whether they were going to be re-appointed at the end of their contract. However, work proceeded as normal and there were even greater attempts made to complete all the tasks assigned before June, 30.

All the Commissioners who served in 1993 resumed duty in January, 1994 to complete the third and final year of their three-year period. It is to be noted, however, that Dr. George Walcott, CCH, Chairman of the Commission was serving only his second year. The Guyana Teachers' Union Nominee, to the Commission Mr. Claude Holder who died on 1993-10-25 was not replaced.

During 1994 the Commission held forty-two (42) Meetings which include Regular and Special Meetings, and Meetings of the Appointment and Disciplinary Committees.

In February, copies of the list of Senior Vacancies in Nursery, Primary and Secondary Schools and Practical Instruction Centres were posted upon the Notice board at the Commission and distributed simultaneously, to the Offices of the Permanent Secretary, Ministry of Education the Chief Education Officer, Deputy Chief Education Officers, Assistant Chief Education Officers, and Regional Education Officers. Arrangements were also made for the list of vacancies to be published in the Official Gazette on 1994-03-19. Efforts were also made to publish the list of vacancies in the Sunday Chronicle but due to financial constraints these efforts were abandoned.

The Personnel Unit working with only half of its staff entitlement completed processing all the applications to fill the vacancies that were advertised. Five hundred and fifty-seven (557) vacancies in Nursery, Primary and Secondary Schools and Practical Instruction Centres were advertised and two hundred and fifty-nine (259) were filled. As in previous years where vacancies were not filled, there were either no eligible applicant or, no applicant at all.

The positions that were most affected were the Headship of Grades D and Schools which are located in Hinterland areas mostly, and to some extent the positions of Head of Subject (Non-Practical Instruction) Departments in Secondary Schools, for which Teachers with Degrees were preferred.

The list of promotions, to take effect from 1st September, 1994 was posted/ distributed in the same way as the vacancy list on 1994-06-10. In addition to the appointments mentioned above teachers who obtained degrees from the University of Guyana in 1993 had their status upgraded. Ten (10) Assistant Teachers were appointed Senior Assistant Masters'/Mistresses. Seventy-nine (79) Trained Teachers as well as Untrained Teachers were appointed as a result of interviews that were conducted by the Appointments Committee and Regional Education Officers. Twenty-one (21) Substantive and twenty-eight (28) Acting appointments were made to National Institutions and Sixty-five (65) Graduates from the Cyril Potter College of Education were assigned to schools.

The Teaching Service Commission during 1994, consulted with legal Practitioners on the issue of The Exercise of Disciplinary Control. While it accepted the view that it has sole Disciplinary Authority over teachers, the Commission is still concerned that the Education Officers, as Managers of schools, should have no disciplinary authority whatsoever over teachers. It must be noted that the Teaching Service Commission Draft Rules which were submitted in August 1992 to the Ministry of Legal Affairs for finalization have not yet been finalised.

The Registry Unit continued to be affected by a shortage of qualified staff. However, the upgrading course which was conducted by the Public Service Management to qualify persons for entry into the Public Service was attended by all Temporary Staff members and the results are being awaited.

The Accounts Unit also operated with underqualified staff. However, three (3) staff members in that Unit were, at the end of the year pursuing, studies at various institutions to upgrade their qualifications.

The year 1994 was more stable in terms of staffing of the Commission in that, we worked through the year with virtually the same staff that started out in January. There was one resignation of a senior member of staff, that of Ms. Joycelyn Peters, who resigned to take up residence overseas. The Commission wishes to record its sincere appreciation for the valuable contribution which was made by Ms Peters during her tenure as Principal Personnel Officer. Besides attending seminars, workshops and private lessons, members of staff were active participants at "On-the-job Training" exercise all of which contributed greatly to improved performance. I am happy to state, that as a result of these initiatives the Commission was able to discharge its responsibilities to the Education System with greater efficiency, improved professionalism and strict impartiality.

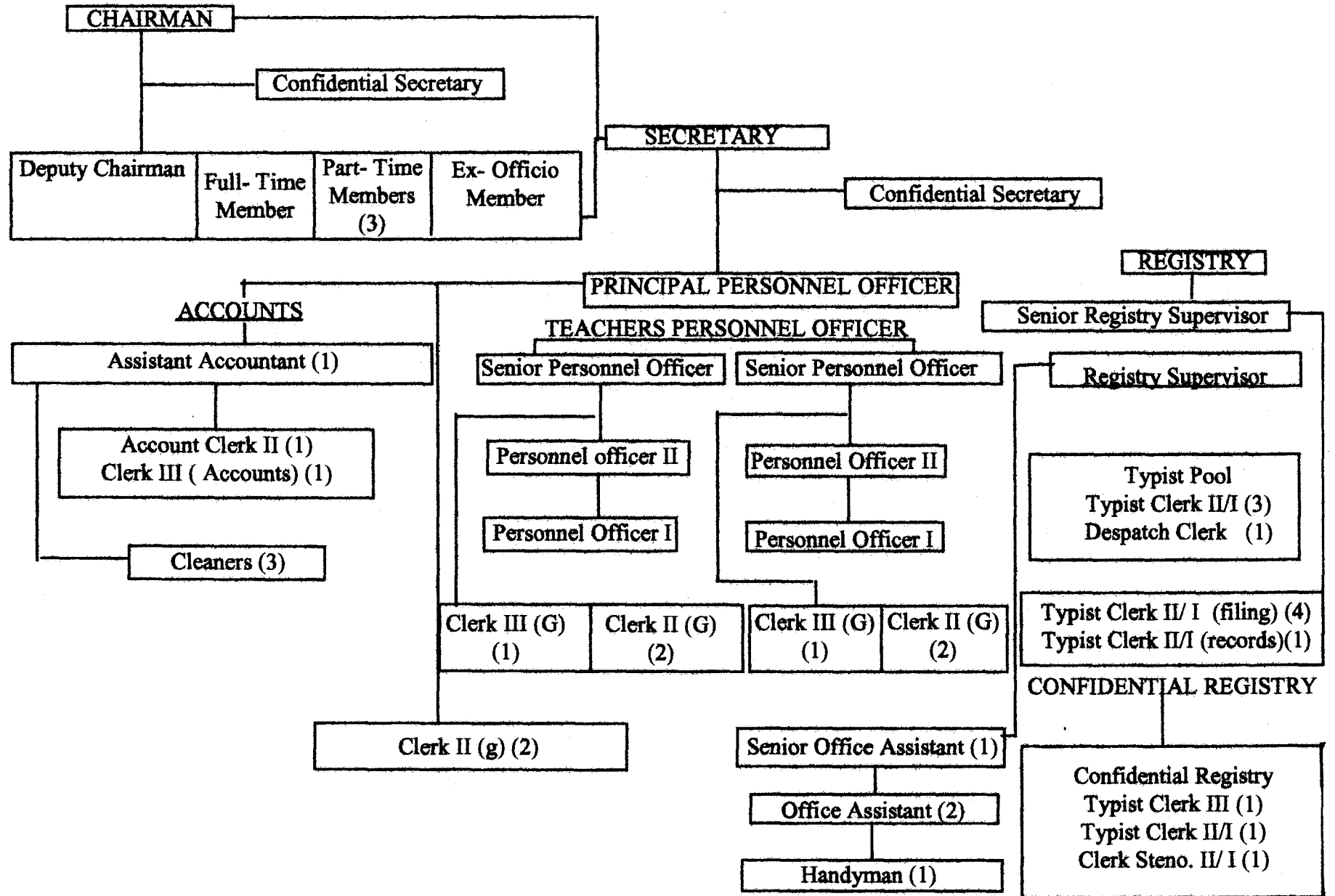
**CONRAD KENDALL
SECRETARY
TEACHING SERVICE
COMMISSION
GEORGETOWN, GUYANA
1995-06-01**

2.0 MISSION STATEMENT

The responsibility of the Teaching Service Commission is to appoint persons as teachers in the Public Service and to remove and exercise disciplinary control over persons holding or acting in such offices and also to ensure that no claims of partially of any nature can justifiably be made against it.

3.0 ORGANISATION AND MANAGEMENT

ORGANISATION AND MANAGEMENT
ORGANISATION STRUCTURE: TEACHING SERVICE COMMISSION



3.2 Description of Divisions and Departments

The Teaching Service Commission may be separated into two divisions, namely: The Commission and the Secretariat.

3.2.1 The Commission Consists of six members appointed by the Executive President of the Co-operative Republic of Guyana and an Ex-Officer member - The Chief Education Officer.

3.2.1.1 The Commission - Composition

At the beginning of 1994 five Commissioners including the Chairman were in office. The members were:-

Dr. George L. Walcott, COR	- Chairman
Mr. Cyril A. Ackloo, AA	- Deputy Chairman
Ms. Olga E. Cruickshank	- Member (Full-Time)
Ms. Mirian L. Cambridge, M.S.,J.P.,	- Member (Part-Time)
Mr. Cyril A. Khan, M.S	- Member (Part-Time)
Dr. Leyland Maison, Chief Education Officer	- Member (Ex-Officer)

Mr. Claude Holder, the Guyana Teachers Union's nominee on the Commission, who died on 1993-10-25, was still not replaced. The life of that Commission came to an end on 1994-06-30 and a New Commission was appointed with effect from 1994-09-01 as follows:-

Ms. Padamowati Chanderballi	- Chairwoman
Mr. Cecil N. Cappel	- Member (Full-Time)
Ms. Leila Ramson	- Member
Mr. Phillip Kumar	- Member
Mr. George N. Cave, AA	- Member
Dr. Leyland Maison, Chief Education Officer	- Member (Ex-Officer)

The new members were sworn in on 1994-10-20. A Deputy Chairman has not been appointed.

3.2.1.2 Function

Subject to the provisions of the Constitution the Teaching Service Commission exercises the following functions:-

- (a) (i) To appoint all pensionable (permanent) assistant teachers and lecturers;
- (ii) To advertise senior vacancies in schools and other Educational Institutions and to promote pensionable permanent teachers and lecturers to senior posts;
- (b) To remove all categories of pensionable (permanent) teachers and lecturers. This include resignation, dismissals, termination of services, releases to agencies outside of the Teaching Service and retirements;
- (c) To discipline all categories of pensionable (permanent) teachers and lecturers;
- (d) To consider appeals from teachers/lecturers and others against decisions made in the Regions, in relation to appointment, discipline, and removal;
- (e) To keep staff-Lists of schools and other Educational Institutions basically and progressively up-dated;
- (f) To request for medical examination of all permanent teachers/lecturers;
- (g) To collect and compile reports/returns from the Regions;
- (h) To issue Records of Service to teachers/lecturers, upon request, under the standing arrangements;
- (i) To provide policies, guidelines and general information through:-
 - (i) Statements of its policies and guidelines;
 - (ii) Issuing Circulars;
 - (iii) Meetings, visits, Seminars/Workshops at the centre and in the Regions, to inform, train and guide functionaries involved in implementing the powers delegated e.g. to the Regional Education Officers.

Decisions are taken or ratified at the Regular Meetings of the Commission.

3.2.2 THE SECRETARIAT - Specific Objectives

The Secretariat through the Secretary is responsible for:-

- (a) Providing technical advice to the Commission on all matters related to the appointment, removal and discipline of teachers/lecturers;**
- (b) Implementing all related decisions made by the Commission and its committees;**
- (c) The proper expenditure of Public Funds (voted and statutory) received by the Commission, and**
- (d) The accuracy of the accounts of the Commission.**

3.3 Division

The Secretariat is divided into the following Units:

The Teachers Personnel Unit

The Registry

The Accounts Unit

3.3.1 The Teachers Personnel Unit

The Teachers Personnel Unit is one of the arms of the Teaching Service Commission Secretariat. It is responsible through the Secretary for providing technical advice to the Commission on all matters related to the appointment, removal and discipline of teachers/lecturers and for implementing all related decisions made by the Commission.

3.3.1.1 Specific Objectives

The Teachers Personnel Unit consisting of the Principal Personnel Officer assisted by two Senior Personnel Officers and subordinate staff ensures that:-

- 1. Staff needs of schools in all the Regions are monitored;**
- 2. For all permanent appointment, acting appointments to Regional Education Institutions and for the appointment of Temporary Qualified and Temporary Unqualified teachers in all other schools, submissions are prepared for consideration and decision by the Commission**
- 3. Publications/Advertisements for senior vacancies in schools and National Education Institutions are prepared and submitted to the Commission for vetting and approval;**
- 4. That scores to applicants for senior posts are allocated on Records of Service Sheets and submitted to the Commission for short-listing and appointments;**
- 5. Lists of Senior Appointments approved by the Commission are prepared and released;**
- 6. Letters of Introduction to teachers/Lecturers who have been promoted or appointed are signed and issued;**
- 7. Letters of appointment, resignation, dismissal, retirement, release, suspension, interdiction and termination of service after submission have been approved by the Commission are checked and signed;**
- 8. There is liaison with the Ministry of Education to ascertain the grades of schools;**
- 9. There is liaison with the Ministry of Education, Regional Education Officers, and A.C.E.O. (Georgetown) on matters concerning teachers below the status of Senior Masters/Senior Mistresses;**
- 10. There is liaison with the Ministry of Education and the Teacher Training Institution on matters pertaining to the placement of teachers graduating;**
- 11. Staff Lists for schools are monitored for proper maintenance;**
- 12. Letters related to the upgrading of salaries of permanent teachers, who have improved their qualifications are checked and signed;**

- 13. Medical Examinations for permanent teachers/Lecturers to ascertain fitness to continue in the teaching Service are arranged;**
- 14. The authenticity of birth and academic certificates that are required for the appointment of teachers/Lecturers are checked;**
- 15. The dates of birth of teachers/Lecturers due to retire are verified;**
- 16. The relevant records/registers e.g. retirement, resignation, termination of service, dismissal, secondment are maintained;**
- 17. The Records of Service of senior teachers/Lecturers who are placed on probation are maintained'**
- 18. Reports of indiscipline against teachers/Lecturers are examined and submissions for consideration and decision by the Commission are prepared.**

In addition the Principal Personnel Officer assists the Secretary in:

- (i) Planning and organising the work of the Secretariat e.g. drafting of policy, allocation of responsibility;**
- (ii) Monitoring the work performance of the Secretariat staff; ensuring that the decisions of the Commission and its Committees are promptly carried out;**
- (iii) Liaising with the other Commissions/ Ministries and Law Officers;**
- (iv) Ensuring that the staff strength is kept up to the working level permitted and also the proper deployment/ employment of all members of staff;**
- (v) Arranging in-house Training Sessions for staff members;**
- (vi) Representing the Secretary at Meetings;**
- (viii) Preparing aides memoir for the attention of the Commission.**

3.3.1.2 Teachers Personnel Unit - Staffing

Post/ Title	No. of Posts Approved	No. Filled	No. Acting	No. Vacant	Total	Remarks
P.P.O	1	1	Nil	Nil	1	Resigned w.e.f. 1994-09-08
S.P.O.	2	Nil	2	2	2	
P.O.II	2	-	1	1	2	
P.O.I	2	1	1	0	2	
Clerk III Gen.	3	-	-	-	-	
ClerkII Gen.	4	-	-	-	-	
Temp. Clerk	0	3	-	-	3	
Total	14				10	

The two (2) Senior Personnel Officers appointed to the Teaching Service Commission have still not assumed duty and efforts to have them take up their appointments have failed.

Despite the staff shortage the Personnel Unit was able to complete processing the applications to fill five hundred and fifty-seven (557) senior vacancies in Nursery, Primary and Secondary Schools and Practical Instruction Centres (P.I.C.) thus making it possible for the Commission to complete making appointments by 2nd June, 1994. By 31st December, 1994 the Unit had completed more than ninety-nine percent (99%) of its planned activities.

3.3.1.3 Acting Appointments

<u>Names and Designation</u>	<u>Acted as</u>	<u>Duration</u>
Grace Chester, Personnel Officer II	Principal Personnel Officer	5-8-94 - 31-12-94
Grace Chester, Personnel Officer II	Senior Personnel Officer	1-1-94 - 31-12-94
Eloise Henry, Personnel Officer I	Senior Personnel Officer	1-1-94 - 31-12-94
Esther Ackloo, Registry Supervisor	Personnel Officer II	1-1-94 - 31-12-94
Esther Ackloo, Registry Supervisor	Senior Personnel Officer	5-4-94 - 25-4-94
Esther Ackloo, Registry Supervisor	Senior Personnel Officer	2-8-94 - 31-12-94
Dorothy Dey, Typist Clerk II	Personnel Officer I	1-1-94 - 31-12-94
Dorothy Dey, Typist Clerk II	Personnel Officer II	11-7-94 - 31-7-94 2-8-94 - 31-12-94

3.3.1.4 Function

The Functions of the Teachers Personnel Unit Are:-

1. To process all matter concerning senior teachers, assistant teachers and lecturers;
2. To ensure that each matter processed is carried to its logical conclusion.

Continuous on-the-job training enabled the inexperienced clerks to adapt quickly to the challenges so as to ensure the smooth functioning of the Unit.

The Principal Personnel Officer assisted by the Senior Personnel Officers (acting) ensured that all decisions taken by the Commission at its meeting were carried out.

3.3.2. The Registry

The Registry is managed by a Senior Registry Supervisor assisted by a Registry Supervisor and a Typist Clerk III. It consists of a General Registry and a Confidential Registry.

3.3.2.1 Specific Objectives

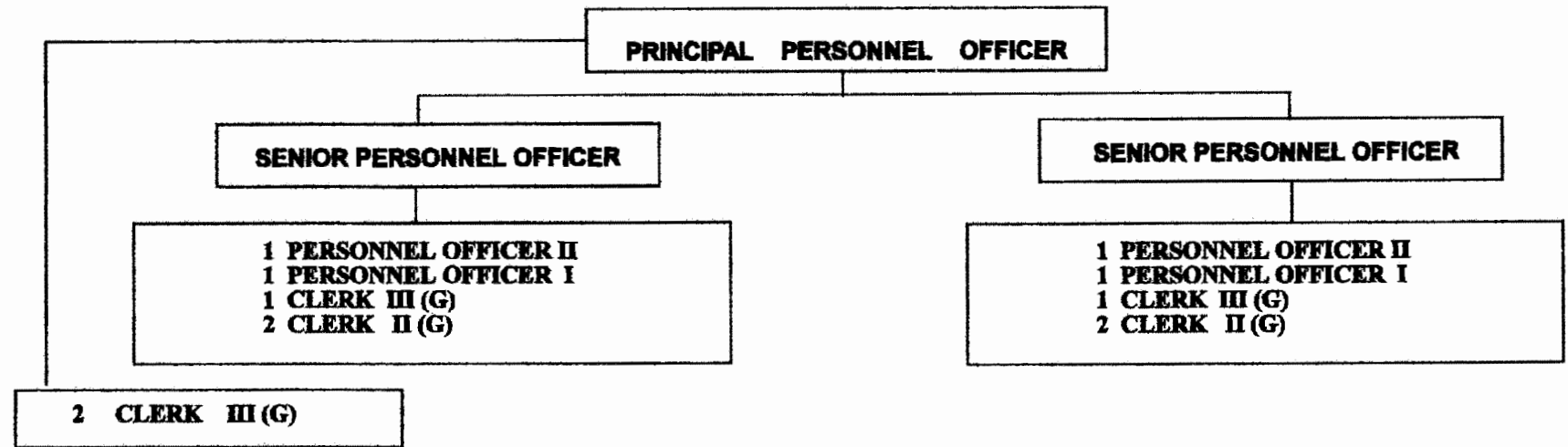
The Registry ensures that:-

1. There is an efficient Records Management System;
2. Files and other documents are produced when required;
3. The records are properly filed and easily retrieved;
4. The mail is received, promptly recorded and despatched;
5. Typed work is done neatly, accurately and promptly;
6. Systems instituted are functioning as planned.

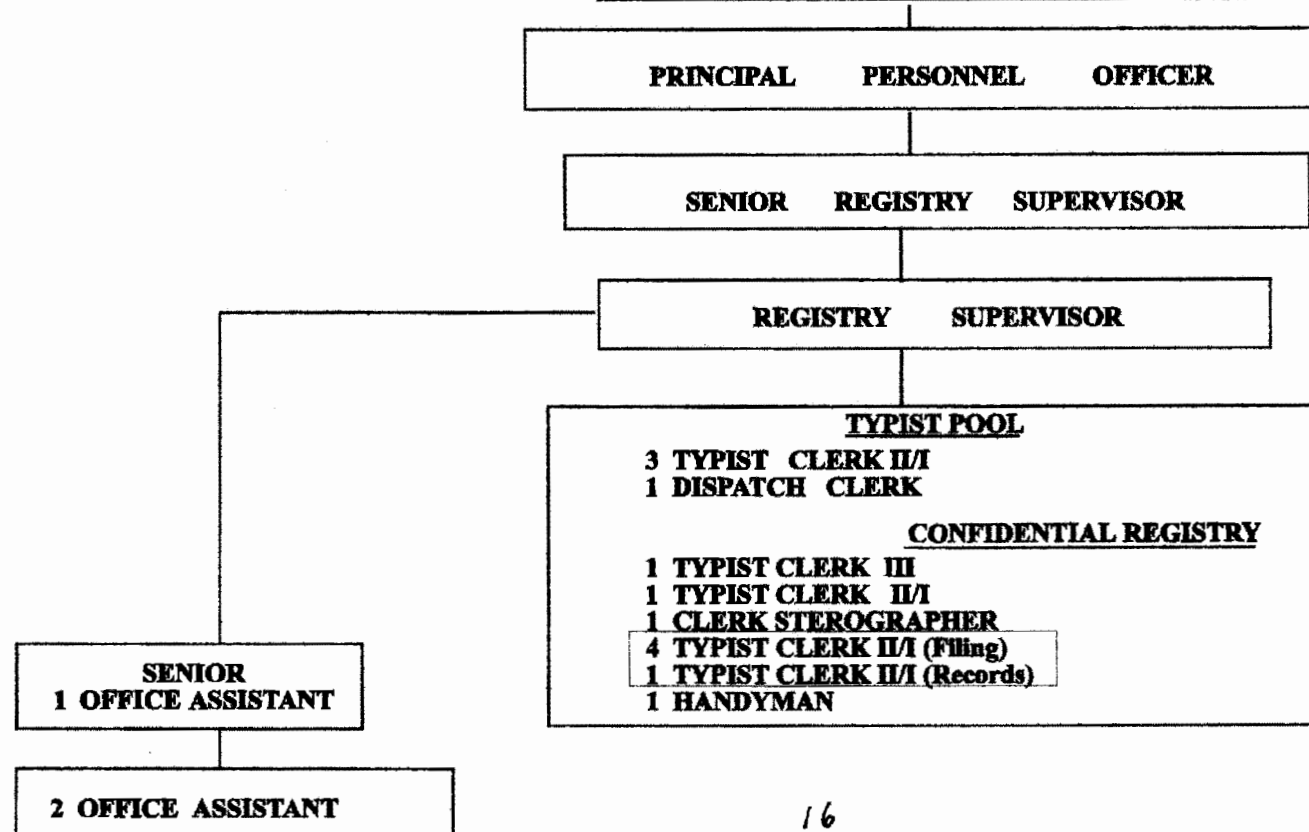
3.3.2.2 Staffing - The Registry

Post Title	No. of Post Approved	No. Filled	No. Acting	No. Vacant	Total	Remarks
S.R.S	1	1	-	-	1	
R.S.	1	1	-	-	1	
Typist Clk II/I	10	5	5	-	10	
" " III	1	-	1	-	1	
Steno Typist	1	-	-	1	0	
Confidential Secretary	2	-	2	-	2	
Senior Office Asst.	1	1	-	-	0	
Office Asst.	2	2	-	-	2	
Handyman	1	1	-	-	1	
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ORGANISATION CHART OF THE TEACHERS PERSONNEL UNIT



ORGANISATION CHART OF THE REGISTRY UNIT



3.3.2.3 ACTING APPOINTMENTS

<u>NAME AND DESIGNATION</u>	<u>ACTED AS</u>	<u>DURATION</u>
Doreen Carryl, Typist Clerk II	Registry Supervisor	1-1-94 - 31-12-94
Doreen Carryl Typist Clerk II	Senior Registry Supervisor	2-8-94 - 5-9-94
Cheryl Glasgow, Typist Clerk I	Registry Supervisor	2-8-94 - 5-9-94
Cheryl Glasgow, Typist Clerk I	Registry Supervisor	8-9-94 - 28-9-94
Jo-Ann Lewis Typist Clerk I	Confidential Secretary	11-8-94 - 30-11-94
Violet Wilson, Typist Clerk II	Confidential Secretary	1-1-94 - 31-12-94
Ida Griffith,	Confidential Secretary	1-1-94 - 31-12-94.

3.3.2.4 Duty Allowance

<u>Name and Designation</u>	<u>Performed Duties of</u>	<u>Duration</u>
Cheryl Glasgow Typist Clerk I	Typist Clerk II	1-1-94 - 31-12-94

3.3.2.5 Functions

The Registry which comes under the direct supervision of the Senior Registry Supervisor is divided into:

- (1) The General Registry and
- (2) The confidential Registry.

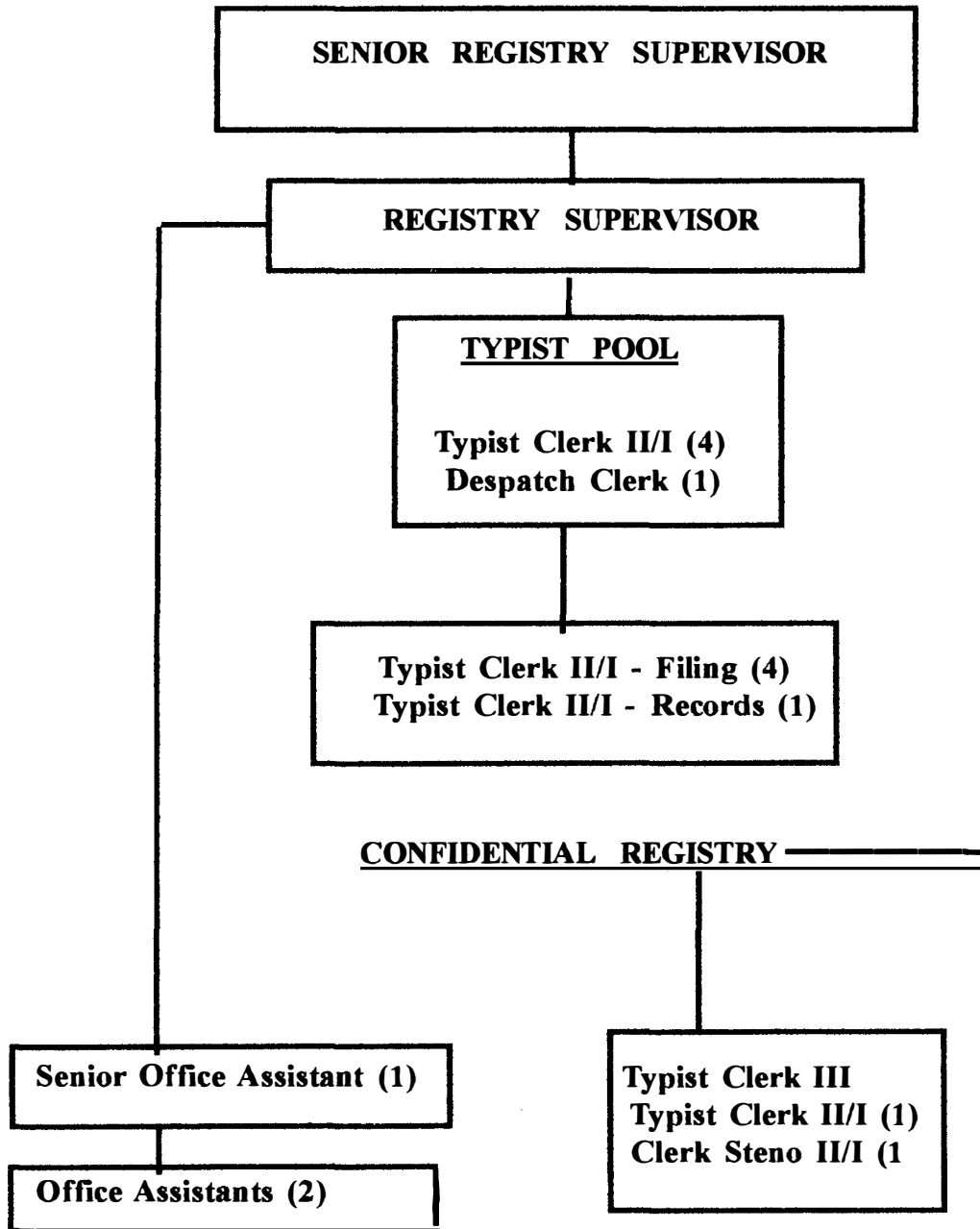
The General Registry performs the following functions:-

- (a) Filing of correspondence
- (b) Typing
- (c) Storing and retrieving files and forwarding them for action upon request:
- (d) Receiving, recording and despatching correspondence.

The Confidential Registry performs the following functions:-

- (a) Filing all types of correspondence which are considered confidential by the Commission;
- (b) Typing all of the minutes of the Commission and its Committees, and the minutes of the Secretariat Management and Staff Meetings;

ORGANISATIONAL CHART OF THE REGISTRY



- c) **Storing and retrieving confidential files for the Secretariat Staff, Complaint files for teachers and forwarding same for action upon request;**
- (d) **Acknowledging receipts of and recording applications submitted for promotion from teachers/Lecturers who have applied in response to the advertisements of vacancies.**

3.3.3 The Accounts Unit

The Accounts Unit processes all financial matters related to the commissioners and Secretariat Staff.

3.3.3.1 Specific Objectives

The Secretary to the Commission is the accounting Officer while the Principal Personnel Officer is responsible for the day-to-day functioning of the Unit. The Assistant Accountant is the Supervisor of the Unit.

The Unit is responsible for the following;-

- 1. The withdrawal of money from the Consolidated Fund;**
- 2. The signing and counter-signing of cheques;**
- 3. Certifying salaries, cheque orders and payment vouchers;**
- 4. Keeping the Cash Book and Ledgers up-to-date;**
- 5. The preparation and submission of the Annual Estimates of Expenditure;**
- 6. Ensuring that there is adherence to Financial, Stores and Tender Board Regulations and that the Accounting Records are accurately kept;**
- 7. Ensures that materials, supplies and equipment for the Secretariat are purchased;**
- 8. Ensures that the Monthly Certificates of Due Compliance with related documents are prepared for submission to the Ministry of Finance.**

3.3.3.2 Staffing - The Accounts Unit

Post/ Title	No of Post	No. Filled	No. Acting	No. Vacant	Total	Remarks
Assistant Accountant	1	-	1	-	0	
Accounts Clerk III1		-	1	-	0	
Accounts Clerk II 1		-	1	-	0	

The Accounts Unit continued to experience problems in recruiting qualified personnel. One person who was offered the post of Assistant Accountant did not take up the position, However at the end of December, 1994 the unstinted and dedicated services of a Clerk II who acted as Assistant Accountant, a Typist Clerk who performed the duties of Clerk III Accounts, with the support of a Temporary Clerk who performed the duties of a Clerk II Accounts, all attending Accounts classes so as to upgrade their qualifications, saw to it with satisfaction, the closure of all accounts of the Commission.

3.3.3.3 Acting Appointments

<u>Name and Designation</u>	<u>Performed Duties of</u>	<u>Duration</u>
Debbie Collins, Clerk II	Assistant Accountant	1-1-94 - 31-12-94

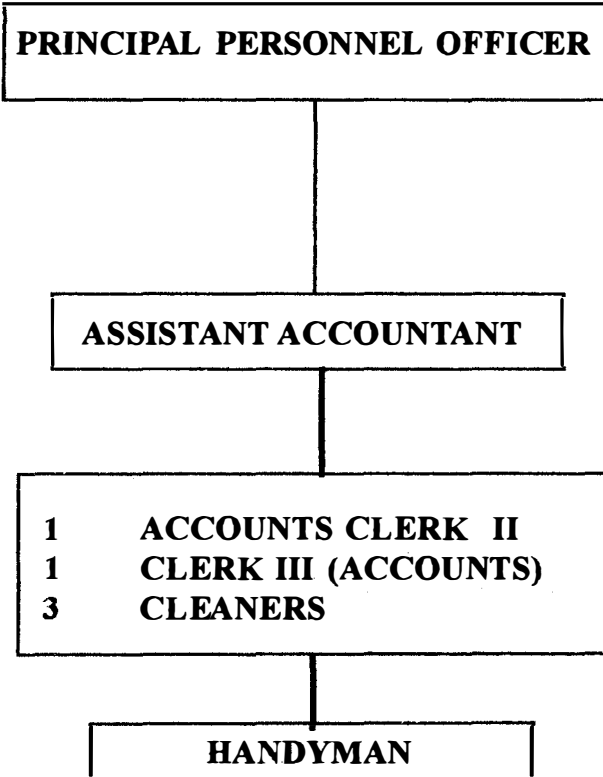
3.3.3.4 Duty Allowance

Ingrid Jones, Typist Clerk II	Clerk III	1-1-94 - 31-12-94
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3.3.3.5 Functions

The Principal Personnel Officer is responsible for the day-to-day operations of the Accounts Unit. The Assistant Accountant supervises the Clerk III Accounts and the Clerk II Accounts and also the Cleaners and the Handyman.

ORGANISATION CHART OF THE ACCOUNTS UNIT



4.0**SUMMARY AND REVIEW OF CURRENT YEAR'S PROGRAM**

A summary of the work done is as follows:-

1994 Program of work. nb: Appropriate figures and tables are presented later in the report.

4.1**The Teachers Personnel Unit**

Items No.	Target set for the year	Target Achieved	Analysis of Success/ Failure
1.	Preparation of Records of Service for appointments of Heads, Deputies, Senior Master/ Senior Mistresses and Heads of Departments in Nursery, Primary and Secondary Schools and Practical Instruction Centres.	100%	This exercise was completed on time for submission to the Special Meetings of the Commission.
2.	Preparation and despatch of Letters of Introduction to newly appointed Teachers.	100%	All letters were despatched before the opening of schools in September.
3.	Issuing of Letters of Appointment to newly appointed Senior Teachers.	95%	Nearly all the letters of Appointments were issued by 31st December, 1994. A few teachers did not submit their letters of Assumption or Salary particulars, hence there was some delay in the issue of their letters of Appointment.
4.	Advertising of staff Vacancies and making acting appointments of Lecturers at National Institutions.		Vacant posts were advertised in August. All acting appointments recommended by the Ministry of Education were approved by the Commission.

Item No.	Target set for the year	Target Achieved	Analysis of Success/Failure
5.	Making of permanent appointment of lecturers at National Institutions (Cyril Potter College of Education, Government Technical Institute, Carnegie School of Home Economics.) N/A Technical Institute)	100%	All recommendations made by the Ministry were approved by the Commission.
6.	Appointment of teachers successful at the Teachers Intermediate Examinations	-	No request for upgrading teachers was made by the Ministry of Education.
7.	Appointment of teachers interviewed by the Appointments Committee	90%	Teachers continued to report for interview without the prescribed documents; thus delaying the issue of their letters of appointment.
8.	Upgrading of teachers successful at the Guyana School of Agriculture and University of Guyana	100%	All letters were issued.
9.	Processing of recommendations received from the Ministry of Education for resignation, dismissal, release, suspension, interdiction and retirement of teachers.	100%	These matters were dealt with as soon as they were received.
10.	Processing of tasks from meetings of the Commission and its Committees.	100%	All matters from the regular meetings were completed but a few from the Appointments Committee remained because of incomplete information submitted.

Item No.	Target set for the year	Target Achieved	Analysis of Success/Failure
11.	Appointment of Cyril Potter College of Education 1994 Graduates	100%	Teachers were issued with their letters of appointment before the re-opening of schools in September 1994
12.	Maintaining Staff , attendance records, statistics and compiling quarterly data.	100%	
13.	Appointment of Senior Assistant Masters/ Mistresses	100%	All recommendations made by the Ministry of Education were dealt with.
14.	Mobilising Staff for National Events.	100%	All requests were responded to.
15.	Preparation of Staff Performance appraisal report	100%	All reports were completed and copies of letters of commendation sent to the Secretary Public Service Commission.
16.	Preparation of quarterly and monthly returns to the Central Recruitment and Manpower Agency, Dependents' Pension Fund, Public Service Management and the P.S.U	100%	Returns are usually submitted promptly at the end of every month/quarter.
17.	Compiling data on attendance and punctuality and issuing relevant letters to staff.	100%	Records were compiled promptly at the end of each month/quarterly.

4.1.1 Figures and Tables Relevant to The Program

4.1.1.2 Nursery, Primary and Secondary Schools and Practical Instruction Centres

Category of Teacher	Vacancies Advertised					Appointments Made					
	Nsy.	Prim.	Sec.	P.I.Cs.	Total	Nsy.	Prim.	Sec.	P.I.Cs	Tot	% Filled
Headmaster/Mistress	54	130	17	4	205	25	64	12	-	101	49
Deputy Headmaster/Mistress	-	25	17	-	42	-	22	13	-	35	85
Senior Master/Mistress	1	59	29	3	92	-	49	24	1	74	79
Head of Department (Non-Practical Instruction Department)	-	-	167	-	167	-	-	39	-	39	23
Head of Department (Practical Instruction Department)	-	-	55	-	55	-	-	10	-	10	10
TOTAL	55	214	285	7	561	25	135	98	1	259	46

4.1.1.3

The Following Matters Were Also Precessed:

Category of Teacher	Retirement	Resignation	Vacating of Post	Dismissal	Re-lease	Extension of Service	Medical Board Examination	Suspensio interdiction
Headteacher	40	1	2	-	5	12	-	-
Deputy Headteacher	8	2	-	1	-	1	-	-
Senior Master/Mistress	4	2		1	1	-	-	-
Head of Department	-	-	-	4	-	-	-	-
Trained Assistant Teacher	1	2	1	1	-	-	-	-
Untrained Assistance Teacher	-	-	-	2	-	-	-	-
Principal	-	-	-	-	-	-	-	-
Deputy/Vice Principal	1	-	-	-	-	-	-	-
Senior Lecturer	1	-	-	-	-	-	-	-
Lecturer/ Assistant Lecturer	1	-	-	-	-	-	-	-
TOTAL	56	7	4	9	5	13	-	1

N.B: *The number of dismissals processed in 1994 were not necessarily effective from dates in 1994 but as far back as 1992.*

Most teachers were dismissed for unauthorised absence.

Teachers failing to give the statutory notice when resigning were deemed to have vacated their posts. These teachers would have their previous service counted if they rejoined the Teaching Profession.

4.1.1.4 Appointment of Staff at National Institutions

<u>Institution</u>	<u>Substantive Appointments</u>	<u>Acting Appointments</u>
Cyril Potter College of Education	7	8
Government Technical Institute	7	6
Guyana Industrial Training Centre	1	3
Carnegie School of Home Economics	1	-
President's College	1	6
New Amsterdam Technical Institute	5	5
	21	28

**4.1.1.5 Graduates - Cyril Potter College of Education Complex
Inservice, New Amsterdam and Linden**

<u>Programme</u>	<u>G.town</u>	<u>N/Amsterdam</u>	<u>Linden</u>	
Total				
Nursery	5	2	-	7
Primary	5	5	19	29
Secondary- Academic	7	6	3	16
Pre-vocational	8	2	3	<u>13</u>
				<u>65</u>

Assigned to schools as follows

Nursery	-	7
Primary	-	29
Secondary	-	16
Practical Instruction Centres	-	2
		54

**4.1.1.6 Number of Cyril Potter College of Education
Sstudent Referred in 1994**

PROGRAMME	APPOINTED	CLASS III TEACHERS
Inservice - Linden	2	-
Nursery	-	-
Primary	13	13
Pre-vocational (Sec.)	1	1
Academic (Sec.)	1	1
TOTAL	17	15

4.1.1.7 Letters of Appointment Processed

Number of teachers who obtained University of Guyana Degrees in 1993 and were upgraded in 1994.	:	33
Number of Assistant teachers appointed as Senior Assistant teachers in 1994.	:	10
Number of Assistant teachers appointed as a result of interviews conducted by the Appointments Committee and Regional Education Officers	Trained	55
	Untrained	24

4.1.1.8 Meetings Held During 1994

No. of Regular Meetings of the Commission	-	24
No. of Special Meetings of the Commission	-	8
No. of Meetings of the Appointments Committee	-	6
No. of Meetings of the Disciplinary Committee	-	4
No. of Candidates interviewed by the Appointments Committee.-		189

4.2 The Registry

The General Registry during 1994 received mail as indicated below:-

January	250	Pieces	July	205	Pieces
February	245	"	August	300	"
March	1,420	"	September	950	"
April	300	"	October	540	"
May	200	"	November	475	"
June	200	"	December	270	"

Total for the year = 5,553

The General Registry during 1994 despatched the number of correspondence as shown below:-

January	702	Pieces	July	209	Pieces
February	693	"	August	429	"
March	829	"	September	1,460	"
April	596	"	October	963	"
May	207	"	November	1,120	"
June	440	"	December	521	"

Total for the year + 8,079

The Confidential Registry recorded 732 files which comprised:-

Complaint Files	:	583
Investigation Files	:	127
Annual Appraisal Report Files for Secretariat Staff	:	22

The Confidential Registry is also responsible for all Confidential correspondence for teachers such as complaints and matters which originate from complaints brought to the attention of the Commission by the Ministry of Education and other official sources.

The Confidential Registry also received, acknowledged and placed in folders all applications for advertised posts for promotion in schools country-wide. A number of applications for advertised posts were received for processing during 1994. The number of Records of Service processed was 1,369.

4.3 The Accounts Unit

The work of the Accounts Unit consists mainly of month-to-month routine matters except for the preparation of the Annual Estimates of Expenditure, answers to Audit Queries and any special tasks which may arise from time-to-time from the Accountant General, Secretary to the Treasury, Office of the President, Public Service Management.

The work done by the Accounts Unit is as follows:-

Item No.	Target set for the year	Target Achieved	Analysis of Success/Failure
1.	Keeping up-to-date, the salary Register, Travelling Allowance Register, Votes Ledger, N.I.S. Register, Deduction Ledger, Imprest and Salaries Cash Books.	100%	
2.	Preparation of Vouchers for "Other Charges" and submitting to the Accountant General's Department for processing. Uplifting cheque from the ministry of Finance for payment to Secretariat Staff and Commissioners.	100%	
3.	Preparation of Salaries and wages sheets from January to December and paying over deductions to the relevant agencies.	100%	
4.	Preparation of Returns to the Commissioner of Inland Revenue, related to the earnings of the Secretariat Staff and Commissioners.		Done by the employee.

Item No.	Target set for the year	Target Achieved	Analysis of Success/ Failure
5.	Preparation of Statements of Income for Secretariat Staff and Commissioners and distribution of income Tax Returns forms for the year of assessment.		Done as was requested by employees.
6.	Reconciliation of Bank Accounts and Votes Ledger Account.	Nil	
7.	Purchasing of Stationery etc. for the Office.	80%	
8.	Preparation of Statistics for Annual Report.	100%	
9.	Preparation of Certificate of Due Compliance and Financial Statement for submission to the Ministry of Finance every month.	100%	
10.	Preparation of Draft Estimates for the year	100%	
11.	Arranging for the decorating of the building with flags, bunnings etc. on special occasions.	100%	
12.	Preparation of Quarterly returns of Insurance Premiums.	100%	

5.0 REVIEW OF SPECIAL INITIATIVES

During the year under review the Commission participated in a number of meetings involving the Ministry of Education and the Guyana Teachers Union, the Ministry of Legal Affairs and the Ministry of Education and the Ministry of Education itself. The meetings were always conducted in a very cordial atmosphere which resulted in the successful conclusion of the matters discussed to the satisfaction of all parties.

The Guyana Teachers' Union and the Teachers Welfare desk were satisfied with the explanations that were given by the Teaching Service Commission to teachers Queries especially in relation to appointments to senior vacancies advertised by the Commission. However, the Commission has taken cognisance of the need to further review the eligibility criteria, and also to review the points system for promotion, and would take steps in that direction in 1995.

In an attempt to fully explain the role and functions of the Teaching Service Commission, the Chairman/ Chairwoman addressed Regional Education Officers at their monthly meetings. Other members of the Commission and the Secretary were also present. The Secretary also addressed graduating teachers of the Cyril Potter College of Education Complex, Turkeyne, in June and in August, discussed the said topic with newly appointed School Administrators. On every occasion the topic was well received and this is evidenced in an improvement in relationship between the Officers of the ministry and the Commission and the teachers and the Commission.

Commissioners also accepted invitations to attend annual Graduation and Prize-Giving exercises organised by schools and other Educational Institutions, Handing Over ceremonies of schools by SIMAP to the Ministry of education and various State Functions.

The Teaching Service Commission Draft Rules are still with the Legal Practitioners and efforts to have them approved have failed. The Commission, therefore continues to investigate and try matter on an adhoc basis, seeking however, to act in strict accordance with Natural Justice.

In this regard the provision of financial and or administrative facilities to allow the Teaching Service Commission immediate access to a specially assigned Legal Advisor is being given serious consideration.

The building housing Teaching Service Commission has, over the years, fallen into a state of despair and equipment and furnishings leave much to be desired. The repairs which were started in the latter part of 1993 did not continue in 1994. Efforts are being made to acquire another building since the landlord seems not to be interested in continuing the repairs.

The Commission has realised the need to put in place an improved system of record keeping, towards this end efforts are being made through the Ministry of Education to acquire Computers which would be linked to those at that Ministry.

A take-away lunch was organised in September 1994. The proceeds of this venture were used to purchase cards and tokens for birthdays of staff members. It also helped to offset the cost of the Annual Get-together which was held in December. The Secretariat Staff records it appreciation for the generous contributions that were made by the Members of the Commission towards the Get-together.

The Secretariat Staff extends a warm welcome to the new Chairman and Members of the Commission and looks forward to working with them in a spirit of cooperation to ensure that the objectives of the Teaching Service Commission are achieved.

5.1 National Events

During 1994 The Teaching Service Commission participated in the following National events:

- 1. Independence Anniversary Celebrations**
- 2. Flag-Raising Ceremony, Republic Anniversary**
- 3. May Day Parade and Rally**

5.2 Environment Programme

The following activities were carried out periodically in order to improve the appearance of the environment:

- 1. Cobwebbing, cleaning of walls and floor.**
- 2. Replacing electrical fittings**
- 3. Trimming trees on the parapet, and weeding parapet and compound and clearing it of unwanted rubbish and articles.**

5.3 Training

Supervisors of the three Units conducted on-the-job training sessions for members of staff

members also attended courses that were conducted by the Office of the President, Public Service Management (Training Division).

6.0
6.1

APPENDICES
BUDGETED AND ACTUAL RECURRENT EXPENDITURE

Sub-Heads	Budgeted 1994	Virement 1994	Revised Budget 1994	Actual
Employment Costs	2332	114	2,446	2,437
Wages and Salaries	2,095	(10)	2,085	3,072
Administrative	930	(43)	887	880
Other Technical and Craft Skilled	72		72	72
Clerical and Office Support	946	12	958	957
Semi-Skilled Operatives and Unskilled	147	21	168	163
Overhead Expenses	237	124	361	365
Other Direct Labour Costs	-	81	81	79
Benefits and Allowances	137	18	155	153
National Insurance	100	25	125	133
Other Charges	1,114	(114)	1,000	999
Materials, Equipment and Supplies	208	(50)	158	154
Office Materials and Supplies	148	(30)	135	132
Print and Non-Print Materials	60	(20)	23	22
Janitorial and Cleaning Services	24		24	19
Electricity Charges	60	27	87	87

Sub-Heads	Budgeted 1994	Virement 1994	Revised Budget 1994	Actual
Transport Travel and Subsistence	130	(83)	47	56
Local Travel and Subsistence	128	(82)	46	55
Postage Telex and Cablegrams	2	(1)	1	1
Telephone Charges	51	(8)	23	32
Other Services Purchased	606		606	606
Other	55		55	55
Statutory	2,133		2,133	1,200
Wages and Salaries	1,863		1,863	1,151
Employment Overhead and Expenses	270		270	129

BUDGETED AND ACTUAL CAPITAL EXPENDITURE

PROJECT OR ACTIVITY	TYPE				FINANCING			STATUS	
	PROJECT LIFE	No.	ON GOING	COMPLETED	TOTAL BUDGET FOR THE PROJECT	TOTAL DISBURSED TO DATE	TOTAL REQUESTED IN CURRENT YEAR	ACTUAL DISBURSED IN CURRENT YEAR	ESTIMATED PERCENT OR PROJECT COMPLETED
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL