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THE REPUBLIC OF UGANDA

Education Service Commission  
Farmers' House  
P.O Box 7196  
Kampala, Uganda

In any correspondence on this  
Subject, please quote No: **HRM 157/187/04**

20<sup>th</sup> January 2022

**To: All Heads of Government Post-Primary  
Schools/Institutions**

**RE: COUNTRY-WIDE FIELD VERIFICATION OF THE HUMAN  
RESOURCE FOR EDUCATION (HRE) – TEACHING AND  
NON-TEACHING STAFF IN GOVERNMENT-AIDED POST  
PRIMARY SCHOOLS/INSTITUTIONS**

Please refer to the above subject.

Subsequent to the meeting of 17<sup>th</sup> October 2021 with the First Lady and Hon. Minister of Education and Sports, and the Rt. Hon. Prime Minister, the Education Service Commission was directed to conduct a country-wide validation of the Human Resource for Education (HRE) that includes teaching and non-teaching staff in Post Primary Government-Aided Schools/Institutions.

Phase One which started in November 2021 and involved payroll data analysis and compilation is almost complete for most of the Government-Aided Schools/Institutions.

Phase Two will begin in February 2022 and will involve a field verification of all Human Resource for Education individuals at their workplace and will be conducted by the Education Service Commission teams that will visit each School/Institution.

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**Vision** "Quality Education Delivered by Efficient and Effective Education Service Personnel"

**Mission** "To provide An Efficient, Professional, Accountable, Transparent and Motivated Education service"

Each employee is required to prepare photocopies of his/her employment records i.e.:

- Letter of Appointment.
- Posting Instruction.
- Letter of Confirmation.
- Letter of Transfer.
- Letter of Promotion.
- Copy of National Identity Card (**MUST**).
- Academic Certificates/Transcripts.
- Recent payslip (Not more than 6 months ago).
- Registration certificates for teaching staff.

These documents shall be handed over to the verification teams by each employee in person.

A detailed programme with dates for each school/Institution will be communicated soon.

The purpose of this letter is to ask you to prepare your staff for the above upcoming exercise.

  
Dr. Lukwago Asuman

**PERMANENT SECRETARY, EDUCATION SERVICE COMMISSION**

- Copy to:**
- Permanent Secretary, Ministry of Education & Sports
  - Permanent Secretary, Ministry of Local Government
  - Commissioner, TETD, Ministry of Education & Sports
  - Commissioner, Government Secondary Department, Ministry of Education & Sports
  - Commissioner, TVET, Ministry of Education & Sports
  - Commissioner, Health Training Institutions, Ministry of Education & Sports