

GUYANA

MINISTRY OF EDUCATION

CIRCULAR NO. 2/2005

REF. NO. ED: 32/0

FROM: Chief Education Officer

TO: Deputy Chief Education Officers
Assistant Chief Education Officers
Senior Education Officers
Heads of Education Departments
Headteachers of Nursery, Primary and
Secondary Schools and Practical Instruction
Centres
Principals of Post-Secondary Institutions

DATE: March 24, 2005

SUBJECT: **Absence from Work**

It has been brought to the attention of the Ministry of Education that some Headteachers are not reporting, faithfully, the absence of teachers. There is also evidence to show that some Headteachers make regular reports on absenteeism and 'time off' and action is not taken by the Departments of Education.

This circular seeks to remind Headteachers and Heads of Education Departments of their responsibility.

Each Headteacher must become aware of those staff members who have been officially released either to attend Educational Institutions or to give service away from the school/institution to which they are attached. Official documents granting release must be available at the school and be presented to authorized Education Personnel on request.

Headteachers are advised to keep a record of reports on absenteeism and 'time off' that they have made to the respective Education Departments.

Headteachers are responsible for the delivery of the curriculum at the level of the school. Such cannot be effectively done in the absence of teachers. Thus, absence of teachers outside of the official period of release, (including time off), must be brought to the attention of the designated Head of Education Department. The latter must take appropriate action within three days of receipt of a report.

Each Head of Education Department must ensure that this circular is brought to the attention of all Heads and teachers/lecturers of Educational Institutions.


Ed Caesar

Copy: Minister of Education
Permanent Secretary
Director, NCERD
Deputy Permanent Secretary (F)
Human Resource Officer
Regional Chairman - Region # 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
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Chairperson, Regional Education Committee,
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Secretary, Teaching Service Commission
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