

**MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY
EDUCATION AND SCIENTIFIC RESEARCH**

**A. TRANSFER OF TEACHER/SENIOR TEACHERS, TEACHER / SENIOR
TEACHERS (Oriental Languages), EDUCATORS (Primary) 2015/2016**

1. GENERAL CRITERIA

Head Masters, Deputy Head Masters, Deputy Head Teachers/Teacher/Senior Teachers and Educators (Primary) are hereby informed that the following factors will be taken into account while considering requests for transfer/change in posting of Teacher/Senior Teachers/Educators (Primary)

- (a) Six (6) years consecutive service in the same school;
- (b) Residence;
- (c) Age /Seniority
- (d) Travelling difficulties – e.g those having to travel along three different routes
- (e) Medical problems – e.g. cardio-vascular, renal, cancer (to be supported by a medical certificate from a **G.M.O.;**
- (f) Change of address with proof of residence;
- (g) Administrative convenience – strained relationship with Administration/ staff/community (with evidence)
- (h) Redundancy
- (i) Vacancy
- (j) Rotation of teachers from a high-performing to an average or below average school and vice-versa;

Teacher/Senior Teachers proceeding on retirement within one year will in principle be allowed to continue in the same school

2. TRANSFER OF TEACHER/SENIOR TEACHERS/EDUCATORS (Primary) - ZEP SCHOOLS

The posting of Teacher/ Senior Teachers/Educators (Primary) in ZEP schools will be carried out in consultation with the ZEP Unit on the following basis:

- 2.1** The officers posted in a ZEP school will receive an allowance (responsibility allowance)
- 2.2** Teachers who have worked for three consecutive years are liable to be transferred. However, those still willing to continue to work in the same school may be allowed to do so. The renewal for 3 additional years should be subject to the following pre-requisites:
 - (a) The teacher should have had no adverse report from the Head Master and the Inspectorate,
 - (b) The posting should be renewed in consultation with the ZEP Unit

3 LIMITATION

While applications are considered with careful attention and sympathy, it is not always possible to accede to specific requests for the following reasons:

- (i) The high concentration of teachers residing in urban areas;
- (ii) The exigencies of service.

**MINISTRY OF EDUCATION AND HUMAN RESOURCES, TERTIARY
EDUCATION AND SCIENTIFIC RESEARCH**

**B. TRANSFER OF DEPUTY HEAD MASTERS/
DEPUTY HEAD TEACHERS 2015/2016**

1. GENERAL CRITERIA

Head Masters, Deputy Head Masters and Deputy Head Teachers are hereby informed that the following factors will be taken into account while considering requests for transfer/change in posting:

- (a) Four (4) years consecutive service or more in a school.
- (b) Deputy Head Masters and Deputy Head Teachers who have been newly appointed.
- (c) Residence.
- (d) Age/seniority.
- (e) Travelling difficulties – e.g those having to travel along three different routes
- (f) Medical problems – e.g. cardio-vascular, renal, cancer (to be supported by a medical certificate from a **G.M.O.**).
- (g) Change of address with proof of evidence.
- (h) Administrative convenience – strained relationship with Administration/staff/community(with evidence)
- (i) Redundancy
- (j) Vacancy

Deputy Head Masters/Deputy Head Teachers proceeding on retirement within one year will in principle be allowed to continue in the same school.

**2. TRANSFER OF DEPUTY HEAD MASTERS AND DEPUTY HEAD
TEACHERS - ZEP SCHOOLS**

The posting of Deputy Head Masters and Deputy Head Teachers in ZEP schools will be done in consultation with the ZEP Unit on the following basis:

- 2.1** The officers posted in a ZEP school will receive an allowance (responsibility allowance). However, in line with the practice of the ZEP initiative to its Administrative Personnel, it is preferred to have younger DHMs/DHTs posted in the ZEP schools for retaining trained officers in the service.
- 2.2** A DHM/DHT who has worked for three consecutive years is liable to be transferred. However, a Deputy Head Master/Deputy Head Teacher whose services are still required in that particular school may be requested to stay.

3. LIMITATION

While applications are considered with careful attention and sympathy, it is not always possible to accede to specific requests for the following reasons:

- (i) The high concentration of Deputy Head Masters residing in urban areas;
- (ii) Exigencies of service;
- (iii) Administrative convenience