

CIRCULAR MEMORANDUM

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Circular Memorandum No. 20

FROM: Permanent Secretary
Ministry of Education

TO: All Principals in Primary and Secondary Schools
Matelot Community School

DATED: February 9, 2026

S U B J E C T

Transfer of Officers who hold Administrative Offices in the Teaching Service

In keeping with the Teaching Service Commission's revised policy on the Transfer of Officers, holding an Appointment in Administrative Offices in the Teaching Service, the Ministry of Education is now inviting suitably qualified persons, who are currently employed in the Primary and Secondary School System to submit applications for transfer in respect of the following Administrative Offices:

1. Principal (Secondary)
2. Vice Principal (Secondary)
3. Head of Department (Secondary)
4. Dean (Secondary)
5. Principal (Primary)
6. Vice Principal (Primary)
7. Head of Department (Primary)
8. Senior Teacher (Primary)

Officers who hold a substantive appointment in an Administrative Office in the Teaching Service must consider the following when applying for transfer to another school:

- there must be a vacancy in a similar office at the school for which the transfer is being requested;
- officers holding an appointment in an Administrative Office in the Teaching Service should normally serve at their current school for a period of three (3) years, prior to requesting a transfer;
- the officer must state the specific reason/s for requesting the transfer;
- the profile of the school to which the officer is requesting the transfer;
- the need for the endorsement/non-objection of the relevant Denominational Board where necessary.

The Teaching Service Commission will consider a request for transfer; however, officers are required to submit their Application for Transfer (on the prescribed form) for their school of choice to the Permanent Secretary, Ministry of Education no later than **April 17, 2026**.

Please note that applicants for transfer will be required to attend an interview to determine their suitability for the school of choice.

Permanent Secretary
Ministry of Education