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**HUMAN RESOURCE DEVELOPMENT**

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**TO:** ALL CLUSTER CHIEF DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL CES HRD & LABOUR  
ALL HRD DEPUTY DIRECTORS  
ALL QMS COORDINATORS  
ALL PMDS COORDINATORS  
ALL SCHOOLS  
ALL TEACHER UNIONS

**FROM:** ACTING DIRECTOR HRD

**SUBJECT:** IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM FOR POST LEVEL 2 – 4 SCHOOL BASED EDUCATORS FOR THE 2022 ASSESSMENT YEAR.

**DATE:** 18 JANUARY 2022

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1. This memo serves as communication on the implementation of Quality Management System (QMS) for Post levels 2- 4 school based educators.
  2. The 2022 assessment year marks the implementation of the new QMS instrument for all school based educators.
  3. The department has successfully trained its Principals and educators in preparation of the implementation of the new QMS instrument.
  4. Implementation of the new QMS instrument is meant to have a clear, coherent policy and regulatory environment for both teacher appraisal and teacher development.
  5. All Post levels 2 – 4 (Principals, Deputy Principals and HOD's) are required to sign Work Plans using the new approved instrument with their immediate supervisors.
  6. As we implement the new QMS instrument the department would like to ensure that the QMS instrument is implemented effectively and effectively.



7. All Districts are to ensure that Circuit managers are stationed under one roof for the signing of the Work Plans.
8. Districts are requested to come up with Management Plans on the signing of the Work Plans and the contracting management plan **MUST NOT** go beyond the 15<sup>th</sup> of February 2022.
9. All District HRD offices are requested to collate all signed Work Plans and keep both physical documents and scanned documents to ensure that all Work Plans are readily available.
10. Contracting on the new QMS instrument will be done physically as it is going to be taken as a continuous training of educators on the implementation of the new QMS instrument.
11. All NTT and PTT members in each district are requested to monitor and support the contracting process.
12. All District QMS management plans are to be submitted to the Acting Director HRD not later than 24 January 2022.

**Yours in quality education**

**L. SIDIYA**  
**ACTING DIRECTOR - HRD**