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**HUMAN RESOURCE DEVELOPMENT**

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**TO: ALL DISTRICT DIRECTORS  
ALL CIRCUIT MANAGERS  
ALL AUDIT CHAMPIONS  
ALL SCHOOL PRINCIPALS  
ALL SCHOOLS  
ALL SPECIAL SCHOOLS**

**FROM: PROJECT MANAGER – PYEI**

**SUBJECT: PHYSICAL VERIFICATION OF EDUCATION ASSISTANTS AND  
GENERAL SCHOOL ASSISTANTS IN THE PRESIDENTIAL YOUTH  
EMPLOYMENT INITIATIVE PHASE 2**

**DATE: 7 FEBRUARY 2022**

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1. The Project Team for the Presidential Youth Employment Initiative Phase 2 is embarking on a physical verification of Education Assistants (EAs) and General School Assistants (GSAs) for payments in all participating Public ordinary and Special schools.
2. One of Auditor General's finding in the Phase 1 implementation of the PYEI was that some EAs and GSAs were appointed in more than one school.
3. The physical verification exercise is key to the project obtaining a clean audit as it will ensure that stipends are being paid to the rightful EA or GSA.
4. All Circuit managers and Audit champions are required to go to schools and physically verify placed EAs and GSAs in their respective circuits.
5. District Directors are instructed to support all Circuit Managers and Audit Champions with transport and any related resources which might be required in conducting the physical verification of EAs and GSAs in their respective district.



6. The physical verification is scheduled to take place from the 9<sup>th</sup> of February to the 25<sup>th</sup> of February 2022.
7. Audit champions must also urgently verify whether the EA/GSA have received stipend for the months of November, December and January.
8. **N.B** all information which must be recorded should have been sourced physically at the school, no school is requested to submit information via email.
9. Attached is a template which will be used during the physical verification process.

**Yours in quality education**

**L.SIDIYA**  
**PROJECT MANAGER - PYEI**