

TEACHERS SERVICE COMMISSION

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**TO: DIRECTOR, CEMESTEA
DIRECTOR, KENYA INSTITUTE OF SPECIAL EDUCATION
ALL PRINCIPALS, DIPLOMA TEACHER TRAINING COLLEGES
ALL PRINCIPALS, PRIMARY TEACHER TRAINING COLLEGES
ALL PRINCIPALS, SECONDARY SCHOOLS
ALL HEADTEACHERS, PRIMARY SCHOOLS
ALL TEACHERS**

SUBMISSION OF MOBILE NUMBERS FOR HEADS OF INSTITUTION AND TEACHERS THROUGH TMIS

In order to improve communication with all its employees, the Commission has installed a **Bulk SMS System** which will also be linked to other human resource and payroll functions.

In particular, the system will transmit alerts in case of any financial transactions such as loan applications and processing, and/or other third party transactions. This will help to comprehensively address any potential cases of fraud or payroll tampering.



The system will also be used to give updates on payments, interviews and pension processing, among other HR functions. In view of the foregoing, all the existing mobile numbers in the TMIS portal have been removed for fresh capture and validation by Heads of Institution. Heads of Institution are, therefore, required to undertake the following:

- i. Enter afresh mobile numbers for all TSC employed teachers in the specified section of TMIS data base.
- ii. Ensure that only the mobile number registered in the name of the teacher is submitted since it will be linked to teacher's payroll and HR records. It will, therefore, be in the interest of any teacher without a mobile line to immediately acquire one for this purpose.
- iii. Personally confirm the accuracy of the mobile numbers entered into the TMIS system.

County and Sub County Directors will monitor the TMIS reports to ensure full compliance by all institutions.

Finally, the mobile numbers for all teachers should be uploaded on the TMIS platform by **12th February, 2019**. Teachers will receive a text notification from **TSC-Kenya** once the mobile number has been submitted through TMIS.


DR NANCY NJERI MACHARIA, CBS
SECRETARY/ CHIEF EXECUTIVE