



TEACHERS SERVICE COMMISSION
EDUCATION MANAGEMENT INFORMATION SYSTEM(EMIS)
DICECE, TAC TUTORS AND EARC DATA RETURNS: FORM A
YEAR _____ TERM _____

GENERAL

1. Read the instructions on the form very carefully before completing.
2. This form should be completed by the County Director.
3. All parts of the form must be filled.
4. The information should be captured for the month of May.
5. The form is to be completed in duplicate. The original should be followed to TSC.

NOTE: Information provided in this form MUST be correct

		SUMMARY DATA	
County Name	No. of Districts		
Address	1. Approved Zones		
	2. Number of TAC Tutors on Duty		
Tel No.	3. Category of Dicece	Fully fledged	
		Associate	
Mobile No.	4. Number of Dicece Lecturers on Duty		
Email	5. Number of Education Assessment & Resource centres Officers (EARC) on duty		

IV. STAFF ESTABLISHMENT
1. TEACHERS ADVISORY CENTRES

S/No	TSC No.	ID. Number	Name	Sex m/f	Date of Birth dd/mm/yy	Nation ality Code	Terms of Service Code	Date of First Appointm ent dd/mm/yy	Grade Code	Date Appointed to the Current grade dd/mm/yy	Qual. Code	Date Posted to current Station dd/mm/yy	Designa tion Code	Religio n Code	Zone	Zone no. of schools visited/ No.inducted	Signature /Reason for absence/Leave Type)
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
Nationality		Terms of Service		Grade Code				Code				Reason for absence/Type of Leave					
1. Kenyan		1. Permanent		1 P2				F 20 SNR. GRAD				M 1. Ph.D					
2. Other		2. Contract		2 P1				G 21 SNR. APPR. TEACI				M 2. Masters					
		3. Temporary		3 TCTT III				H 22 SNR. LECTURER				M 3. Degree					
				4 ATS IV				H 23 PRINCIPAL III				M 4. Diploma					
				5 UTTF				H 24 PGAT II				N 5. Diploma(Techn.)					
				6 UTGRAD				J 25 PAT II				N 6. Tech. Cert					
				7 TCTT II				J 26 P. LECTURER				N 8.A- Level					
				8 TDTT III				J 27 PRINCIPAL II				N 9.O-Level/KCSE					
				9 DIP. GRAD I				J 28 PGAT I				P 10. KJSE/KCE div IV					
				10 ATS III				J 29 PAT I				P 11. KCSE-D					
				11 TCTTI				K 30 PRINCIPAL I				P 12. KCPE					
				12 TDTT II				K				13. WITHOUT KCPE					
				13 ATS II				K									
				14 GAT II				K									
				15 ASS.LECTURE				K									
				16 TDTT I				L									
				17 GAT I				L									
				18 LECTURER				L									
				19 ATS I				L									

VIII. Study Programmes

This part captures information of any Teacher who is pursuing further studies. The information will guide the Commission in future projections and planning.

	TSC NO.	Name	Course of Study	Date Started dd/mm/yy	Expected Date of completion (dd/mm/yy)	Area of Specialization Code	Full Time/Part time
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
<u>Course of Study</u> <u>Code</u>		<u>Areas Of Study</u>					
1 Diploma		1. Languages		11. Special Education		20. Other Courses(specify)	
2 Bachelors		3. Chemistry		13. Geography			
3 PGDE		4. Biology		14. History			
4 Masters		5. Mathematics		15. Christian Religion Education			
5 Ph.D		6. Accounting		Education			
6 Other (Specify)		7. Computer Science		17. Guidance and counselling			
		8. Information Technology		18. Economics of Education			
		9. Education Planning and Administration		19. ECDE course			

I Certify that the information contained in this form is correct.

County Director	
Personal No.	
Signature	
Date	