

# TEACHERS SERVICE COMMISSION



## PERFORMANCE CONTRACTING(PC) FOR HEADS OF PRIMARY AND SECONDARY SCHOOLS

### CALENDAR OF ACTIVITIES

	Activity	Action By	Time frame
1.	Download Performance Contract document from TSC website.	Heads of Institutions	By 31 <sup>st</sup> December
2.	Meeting at institutional level to set(share) Targets with staff and Board of Management.	Heads of Institutions All Teachers BOM	By 31 <sup>st</sup> December
3.	Signing Performance Contract between Heads of Institution and TSC.	County Director Heads of Institution	By 15 <sup>th</sup> January
4.	Submission of Performance Contract progress Report (termly and annually).	Heads of institution	<b>Termly progress report to be submitted 2 weeks after the term ends.</b>  <b>Annual progress report to be submitted end of January of the Subsequent year.</b>
5.	Rating of PC performance and uploading of results to TSC website.	Sub County Directors and County Directors	By 31 <sup>st</sup> January of the subsequent year
6.	Providing feedback to Institutions on previous year's performance	Sub County Directors and County Directors	Continuous
7.	Monitoring of implementation of PC	Curriculum Support Officers, Sub County Directors and County Directors	Continuous
8.	Providing feedback on current PC implementation	Sub County Directors and County Directors	Throughout the term

NB:

- The Revised TPAD Online System has a Module on PC which provide;
  - Online PC
  - School Operational Work plan(SOWP)
  - Reporting and Feedback port
- All heads of Institution must create SOWP online.