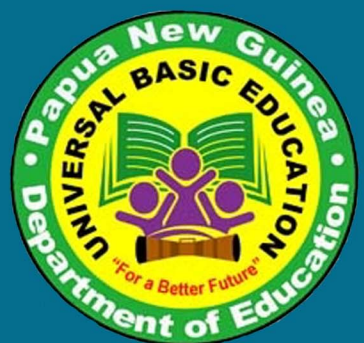




2013

EDUCATION CALENDAR



JANUARY	
1	NEW YEARS DAY
7	PEA and inspectors of provincial institutions prepare for January 28.
28	- MPR is printed and delivered to the manager for Basic Education to dispatch to respective provinces. - Term 1 begins for teaching staff. Principals, HT, VC managers devote a week to sort out enrolments with governing bodies and teachers devote 3 working days to prepare for a full days teaching on Monday, February 4. (PNGEI, PTCs, BCs and PTCs see TED and TVETD circulars).
	PEAs and all supervisory staff commence 2 week program of quick visits to accessible institutions to sort out administrative or professional problems.
	All teachers complete Resumption of Duty Summary Sheets. Teachers in new positions must complete Form EDB012. Note: Site leaders to forward RDSS & EDB012 immediately to PEAs.
28	All PEAs & AS ensure RDSS from all schools and Form EDB012 for new appointments are checked, signed and submitted to DoE on a DAILY BASIS as received from schools.

FEBRUARY	
4	- Schools starts for all schools, Vocational Centres – HT, Principals, Vocational Centre Managers to ensure that all teachers commence a full day of teaching from February 4. - All HT, Principals, PHS, SS, NHS send special enrolment and staffing reports to provide an update of student numbers and staffing needs for current and next years to Manager of Basic Education & Supt for National High Schools, NCD/GBS. Managers of VC send reports to Supt. VSS TVETD. Copy to PEO.
13-14	NEB meeting No. 179
	- Provinces and DoE discuss note that TSC Form 26 to create, abolish or reclassify positions in existing institutions & DoE Form EDA 212 "Application for membership/amendment to registration information" for registration for new schools for 2014 must reach TSC and GES respectively by March 29, 2013. - MPR back at Manager for Basic Education in GES showing changes in school/college positions for 2013. - Teachers wishing to appeal against the ratings given the new 2013 reports by the ratings conference must do so by the end of February.
28	GES, HRD & TSC to update MPR with provincial divisions of education.

MARCH	
4	Heads of institutions to complete and forward monthly staffing returns for February to PDOE & NDOE Corporate Data.
5	Last pay day for teachers whose RDSS forms and EDB012 have not been received at DoE.
18 - 22	National School Census Week
25	- TSC cancellation of tenure forms due at TSC from PEAs and DoE division closing date for Education Ministry Awards: Nominations from provincial and DoE Awards Committee TSC/DoE – Any teachers who has served for 40 years must be nominated. - Deadline for TSC Form 26 to create, abolish or reclassify positions in existing institutions for 2014 to reach TSC from PEAs and DoE/GES divisions. - PEAs send DoE Form EDA212 Application for Membership/Amendment to registration information to Manager for Basic Education, GES.
29	GOOD FRIDAY
	Application for new Permitted Schools for 2014 due at DoE Permitted Schools Liaison Officer.

APRIL	
2	Heads of institutions to complete and forward monthly staffing returns for March to PDOE & NDOE Corporate Data.
5	GOOD FRIDAY
8	EASTER MONDAY
12	Term 1 ends for all schools and vocational centres, PNGEI, PTCs, TCs and business colleges. (Consult divisional circulars).
	Teachers due for furlough leave in July 2013 to apply to PEO or respective DoE AS before May 4.
23	TERM 2 COMMENCES for all schools and vocational centres, PNGEI, PTCs, TCs and BCs (consult circulars).
	- Teachers complete RDSS/Form EDB012 for any appointments. Heads of institutions check, sign and forward to appropriate PEO or DoE AS (NI) at earliest opportunity. - Closing date for applications for personal reports for all sectors. - Non citizen teachers due for 2013 contract renewals. - Appointment officers conduct quality check on RDSS/Appointment variations and forward changes to DoE School Registration Committee meeting to process 2014 applications.

MAY	
1	Heads of Institutions to complete and forward monthly staffing returns for May to PDOE & NDOE Corporate Data.
10	Issue and release of teacher's eligibility and registration certificate.
	Screening of personal reports, SLPs sent to successful applicants.
	Closing dates for teachers' applications for furlough on July 2013 to be with PEO or respective AS (NI).
	MPR back at Manager for Basic Education in GES showing changes in schools/colleges positions for 2014.
16-17	NEB meeting No. 180
20-24	Basic Education Board of Studies meeting
27-31	Secondary Board of Studies meeting
31	Deadline for all PEA and DoE AS to advise TSC/AS HRD of full details of 2010 overseas recruiting requirements.
	All PEAs prepare list of activities for Education Week Agenda items for PEB.

JUNE	
3	Heads of Institutions to complete and forward monthly staffing returns for May to PDOE & NDOE Corporate Data.
3-7	Standard Officers Conference
	Closing of Applications for Kina for Kina subsidy from Nat Secretary of Church Education Agencies. Lodge applications with Senior Trust Officer, F&A – DoE
11	QUEEN'S BIRTHDAY
	All requests for teachers due for leave to be submitted to the PEO by July 26.
10-15	Vocational Co-ordinators Workshop/conference
13	School Certificate Written Expression Exams (Grade 10)
14	All DoE divisions – completed Public Service Staff Appraisals for 01/01/2013 to 30/06/2013 to be submitted to AS HRD.
17-21	Senior Education Officers Conference (SEOC)
28	Term 2 ends for all schools and vocational centres, PNGEI, PTCs, BCs and TCs see TED and TVETD circulars for details.
	All PEA, DoE AS (teaching divisions) & Permitted school Agencies submit annual National Staffing and Enrolment Returns to Director Corporate Data (EMS & Statistics), DoE by July 26.
	Dispatch of Grade 10 SLF to all secondary schools.
28	Deadline for non citizen contract renewal to be submitted to DoE.

Days to observe		
Month	Date	Event
February	21	International Mothers Language Day
March	8	United Nation's Day for Women's Rights and International Peace
	9	Commonwealth Day
	24	National Women's Day
	29	National Day for people with disabilities
April	7	World Health Day
May	31	World No Tobacco Day
June	5	World Environment Day
	10	National Labour Day
	26	International Day Against Drug Abuse and Illicit Trafficking
July	11	World Population Day
	19	Provincial Government Day
September	8	International Literacy Day
October	5	International and National Teachers Day
	24	United Nations Day
November	20	Universal Children's Day
	25 - 29	National HIV&AIDS Week
December	1	World AIDS Day
	3	National Day for Disabled Persons
	10	Human Rights Day
	11	Anniversary of UNICEF

EVENT	DATE	DAY
New Years Day	January 1	Tuesday
Good Friday	March 29	Friday
Easter Saturday	March 30	Saturday
Easter Monday	April 1	Monday
Queen's Birthday	June 10	Monday
National Remembrance Day	July 23	Tuesday
National Covenant Day	August 26	Monday
Independence Day	September 16	Monday
Christmas Day	December 25	Wednesday
Boxing Day	December 26	Thursday

Examination dates		
HIGHER SCHOOL CERTIFICATE (GRADE 12)		
August 12	–	Higher School Written Expression Exams
October 4 - 7, 10-11	–	School Certificate Examinations
LOWER SECONDARY SCHOOL CERTIFICATE (GRADE 10)		
June 13	–	Lower Secondary School Written Expression Exams
October 1 - 4, 7 - 11	–	Lower Secondary School Certificate Examinations
BASIC SCHOOL CERTIFICATE EXAMINATIONS (GRADE 8)		
October 28 - 31	–	Basic Certificate Examinations



Hoskins Secondary School students marching during the Senior Education Officers' Conference opening.

Term dates						
Term	Start of Term	End of Term	Teaching weeks	Term holiday dates	Student holiday weeks	Teacher holiday weeks
1	Feb 4	April 12	10	April 15-19	1	1
2	April 22	June 28	10	July 1 - 12	2	1
3	July 15	Sept 20	10	Sept 23 – 27	1	1
4	September 30	Dec 13	11	Dec 16 – January 31, 2014	7	6

In 2013
Teachers start work on January 28th, 2013.
Students begin the school year on February 4th, 2013.
Christmas Holidays for teachers will be from the December 16th, 2013 to January 24th, 2014.
Christmas Holidays for students will be from December 16th, 2013 to January 31st, 2014.

****Teachers will have the option of organizing NIST week during the year.**

In 2014
Teachers commence Term 1 of 2014 on January 27th.
Students commence Term 1 of 2014 on February 3rd.

JULY	
1	Heads of Institutions to complete and forward monthly staffing returns for June to PDOE & NDOE Corporate Data.
15	TERM 3 commences for all schools and vocational centres except for those that have NIST Week adjoining the mid year break. PNGEI, PTCs, BCs, and TCs see TESD and TVETD circulars for details.
	- All teacher's colleges and UOG submit graduate list to DoE (HRD) who will send updated MPRs to provinces. - Names for caretaker duties and other TSC approved allowances from all relevant institutions to be with PEO (PI) or respective supt. DoE (NI) by July 15. - All requests for teachers leave fares due at relevant PEO or DoE division. - Deadline for PEA, DoE AS (teaching divisions) & permitted school agencies to submit annual national staffing and enrolment returns to Director Corporate Data (EMS & Statistics). - Provincial institutions submit programs for National Education Week to PEB for approval, Principals (NI) submit programs to relevant DoE AS.
23	National Remembrance Day
15-19	Guidance Officers Conference/workshop

AUGUST	
5	Heads of institutions to complete and forward monthly staffing returns for July to PDOE & NDOE Corporate Data.
5-9	National Book Week
	NEB/PEB order of reference form to Central Sorting Unit DoE from NEB/PEB.
10-12	Inspections commences for all elementary, primary and secondary schools.
12	Higher School Written Expression Exams (Grade 12).
15-16	NEB Meeting No. 177
20	HRD distribute teachers leave circulars for 2012 – 2013 and resumption circular for 2011 to provincial education divisions.
24	TVET Annual Principal's Consultative Forum.
24	Notify PEB of the 2013 school registration

SEPTEMBER	
2	Heads of institutions to complete and forward monthly staffing returns for August to PDOE & NDOE Corporate Data.
2-6	National Literacy Week
9-13	Inspection fortnight. All reports to be written by head teachers are written at this time.
13	Applications for Diploma Courses through TVET close
16	Independence Day
	Teachers wishing to retire or resign at the close of the year must submit request forms.
20	Term 3 ends for all schools and vocational centres, PNGEI, PTCs, TCs and BCs refer to TED and TVETD circulars respectively.
	a) Central Sorting results to be completed and dispatched to appointing authorities NEB/PEB by EO National Co-ordinator Appointments. b) Appeals open
	- Deadline for all Grade 10 SLF to be with chairperson for Grade 11 selections. - Appeals against TSC appointments close
30	Term 4 commences for all schools and vocational centres, PNGEI, PTCs, TCs and BCs refer to TED and TVET circulars respectively.

OCTOBER	
7	Heads of Institutions to complete and forward monthly staffing returns for September to PDOE & NDOE Corporate Data.
1-4, 7-11	School Certificate Examinations – Grade 10
11-Jul	Basic Education Board of Studies meeting
17-18	NEB Meeting No. 178
14-18, 21-25	Higher School Certificate Examinations (Grade 12)
21-25	Provincial Mini Ratings Conference for Primary and Elementary
25	Deadline for all Grade 12 SLF to be at OHERST.
	Appeals against TSC appointments close with chairman appeals committee TSC.
	DoE (HRD) dispatch Resumption of Duty Summary Sheets (RDSS) and Form EDB012 to provinces.
22-23	PEAs and NDOE divisions advise TSC of teachers who are not to receive PBSS or allowances.
	PEA to provide TSC with resignation forms.
28 - 31	Certificate of Basic Examinations (Grade 8)

NOVEMBER	
1	Heads of Institutions to complete and forward monthly staffing returns for October to PDOE & NDOE Corporate Data.
4-8	Regional Ratings Conference for the NGI and Momase regions.
8	PEBs to submit For EDA 212 for creation of new schools in 2014, and TSC Form 26 for creation, abolition or reclassification of positions on existing institutions in 2013 to CCLS and TSC respectively. Deadline for submitting Forms 212 and TSC 26 for 2013 is March 31, 2014. (NEB Early processing of forms especially important for elementary).
11-15	Regional Ratings Conference for the Southern and Highlands Regions.
18-22	SGD Directors and Superintendents 2014 Planning Meeting.

DECEMBER	
2	Heads of Institutions to complete and forward monthly staffing returns for November to PDOE & NDOE Corporate Data.
2-6	Grade 11 National Selections
13	Term 4 ends for all schools and vocational centres, PNGEI, PTCs, TCs and BCs refer to TED and TVETD circulars respectively.
	All DoE divisions – completed Public Service Staff Appraisals for 01/07/12 – 31/12/12 to be submitted to Supt. SDU.
25	Christmas Day
26	Boxing Day

“Quality Education: The Key to a Healthy, Wealthy and Smart Society”

'PROSPERITY THROUGH SELF-RELIANCE'



Students in Wewak East Sepik Province during the National Literacy Week celebrations



JANUARY						
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DECEMBER						
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