

TSC Submits 4,800 Pension Files to Treasury for Payment

The Teachers Service Commission has submitted 4,800 teachers' pension claim files to the National Treasury for payment.

The claims are part of the expected 6,140 files the TSC expects to send to the Pensions Department by the end of this month based on the teachers who will have reached the retirement age of 60. According to a record of the Pensions Status document, these claims were forwarded to the National Treasury between January and November 2021.

Usually, the Commission gives a two-year notice to teachers nearing retirement requesting them to submit mandatory documents for processing. Teachers who wish to change their pay points (banks) from the ones used for channeling their monthly salaries are required to do so at least six months before the date for retirement to avoid unnecessary delays.

Speaking at a recent media workshop, Dr Nancy Macharia cautioned teachers not to fall prey to fraudsters who demand cash with fake promises of speeding up payment since the Commission has streamlined the process.

"We've tried to spread the word but some teachers still fall prey to these fraudsters. Why should one pay for a service that should be free? I'm calling upon teachers not to pay a cent to have their dues processed," she said.

What you need to Fill Pension Claims

- ✓ Duly filled TSC clearance certificate
- ✓ 2 copies of bank plate on the side showing name and account number
- ✓ 2 copies of national ID card
- ✓ Duly completed pension commuting form (in duplicate) indicating your preferred payment frequency (monthly/annually)
- ✓ Duly completed lump sum payment form (bank form)
- ✓ 2 copies each of all promotion letters/certificates
- ✓ 2 copies of KRA PIN Certificate
- ✓ Copies of marriage certificates/affidavits (for female teachers whose documents have different names)
- ✓ NSSF statement and copy of earliest pay slip showing deductions for those who served as untrained teachers
- ✓ Earliest copy of pay slip showing Widows and Children Pension Scheme (WCPS) deductions for male teachers

Thousands of Teachers Undergo CBC Training as Deadline Nears

Comprehensive teacher training on the Competency Based Curriculum (CBC) and Competency Based Assessment (CBA) started on November 24, 2021 countrywide.



Tutors follow a presentation on Basic Education Curriculum Framework at Machakos TTC in September 2021

Expected to end on December 17, 2021, the training targets two teachers and a head teacher from each public primary school, including those handling learners with special needs. Quality Assurance and Standards Director Dr Mugwuku Nthamburi has written to county directors asking them to identify one teacher from Grade 1 to 3 and one teacher from Grade 4 to 5 to undergo the training, which will be conducted for five days through face-to-face and virtual classes.

The blended model of training requires Master Trainers to train the Curriculum Support Officers and CBC Champions both regular and Special Needs Education (SNE) virtually for four days. Curriculum Support Officers and CBC Champions are required to train teachers through face-to-face for five days while the Master trainers offer professional support during zonal teacher training.

County Directors Reporting Structure Reorganised

The Teachers Service Commission has reorganised the reporting structure for teachers in a deliberate move to improve service delivery.

In an internal memo, Chief Executive Officer Dr Nancy Macharia said regional directors, county directors and sub county directors will report directly to her office. The Research and Data Centre Division, she said, shall functionally report to the Commission Secretary/Chief Executive, but administratively to the Director of Information, Communication and Technology (ICT).

“The Human Resource Management (Secretariat) shall functionally report to the Commission Secretary/Chief Executive,” she said, adding that the function will administratively report to the Director Human Resource Management and Development (HRM&D). The changes will be effective from December 15, 2021 and will not affect other reporting relationships.

KEPSHA Set to Host 17th Annual Conference in Mombasa

The Kenya Primary School Heads Association will host its 17th Annual Delegates Conference this month in Mombasa. More than 10,000 school heads and other stakeholders are expected to convene at Sheikh Zayed Children Welfare Centre from December 27-30, 2021.

The theme for the conference is “The Headteacher: Leading in Crisis, Reimagining the Future”.

National Chairman Johnson Nzioka (pictured) said stakeholders will seek to find solutions that promote adequate response to crises, enhance teacher leadership and protect the right to education.



Head teachers can register for the conference via info@kepsa.or.ke or 0725864448 or on the KEPSHA website (www.kepsa.or.ke).

TSC Holds Media Engagement in Naivasha



The Teachers Service Commission hosted journalists for a media workshop on November 26, 2021 with a view to updating them about the Commission’s programmes.

The event held in Naivasha was attended by TSC top leadership led by the Chairman, Dr Jamleck Muturi, Chief Executive Officer, Dr Nancy Macharia and Minet Kenya team led by their Chief Executive Officer Sammy Muthui.

Dr Macharia said that since July 2021, the TSC has transferred close to 2,000 teachers to various parts of the country, adding that change of duty station is not a disciplinary measure.

“Transfers are not a punishment. Teachers cannot be concentrated in one location but should be ready to serve in any part of the Republic of Kenya,” she said.

On Teachers Professional Development (TPD), Dr Macharia sought to assure teachers that the refresher courses are not meant to punish them but are designed to equip them with skills to handle global trends and improve their skills. On registration, the TSC announced that teachers have until November 30 to file their bio data after the expiry of a four-month window that started in July 2021.

“Biometric registration will go full throttle in March 2022. Then we can merge the teachers’ profiles with biometric registration information so that we have all the data required on teachers,” said Dr Macharia.

Commission Automates Leave Application, Approval Process

The Teachers Service Commission has automated leave application and approval process in line with the Commission's 2019-2023 Strategic Plan.

In a circular, CEO, Dr Nancy Macharia noted that all teachers and interns are now required to apply for leave online starting December 1, 2021. Going forward, there will be no manual application, and teachers are advised to consult the Commission's ICT field officers for any assistance.

All teachers to apply for leave online starting December 1, 2021

Dr Nancy Macharia

TSC Spells out Steps to Follow When Filing Death Gratuity Claims



The Teachers Service Commission has outlined steps to follow when filling death gratuity claims as it moves to ease the payment process.

It identified poor documentation, filing wrong declaration forms, family disputes and inability to trace the next of kin as main obstacles behind delayed payment. The Commission advised employees to regularly update the next of kin form, dependants and contact details. Where there are two or more wives, all of them should fill the forms unless they agree to nominate one of them as their legal representative. Such an agreement must be in writing and signed by each of them.

Where the teacher and the spouse are both deceased, the children should nominate one of them to be paid on their behalf and ensure they have a written agreement signed by all and witnessed by the area chief. The Commission also encourages the next of kin of deceased teachers to seek assistance from human resource officers at TSC county and sub-county offices when filling and submitting the documents required for processing the claims. TSC only processes the claim then presents it to the National Treasury for payment.

According to the Pensions Act (Cap.189), the benefit is a lump sum (one off) amount payable to the legal representative or dependents of a teacher who dies while serving on permanent and pensionable terms of service. The amount payable is equivalent to two years' salary, calculated on the pay at the time of death.

Mandatory documents required are declaration forms, and Widows and Children's Pension Scheme (GP 215) form - the widow/widower declaration form is filled by a husband/wife whose spouse has passed away, while the Dependants' Declaration form is filled by children where both parents are deceased or the deceased parent was not married, or by a parent, sibling, or other guardian in case of a deceased teacher who was not married and had no children.

The GP 215 Form is filled, together with the dependants' declaration form, by a parent, sibling, or other guardian in the case of a male deceased teacher who was not married and had no children.

10 Documents Required for Filling Gratuity Claims

- 1 Gratuity declaration form
- 2 Widows and Children's Pension Scheme (GP215 form)
- 3 Original Death Certificate
- 4 Chief's letter on original letter head introducing the next of kin and all dependents
- 5 Certified copies of birth certificates for all children 24 years and below
- 6 Certified copies of IDs for children above 24 years
- 7 Certified ID of next of kin
- 8 Copy of KRA Pin certificate for the next of kin
- 9 Certified ATM card copy/bank plate for next of kin
- 10 Letters from schools/institutions for children/dependants who are 17 years and above

Know Your Regional and County Directors for Makueni



LABAN ONONO
Regional Director
Eastern



Alex Cheruiyot
County Director,
Makueni



Penina Mwale
Sub-County Director
Kilungu



Abey Mohamed
Sub-County Director
Makindu



Flavian Kitolome
Sub-County Director
Kathonzwani



Sebastian Muguongo
Sub-County Director
Mukaa



David Gutu
Deputy Director/Sub-County Director
Makueni



Jacob Leleshep
Sub-County Director
Nzau



Magdalene Mwele
Sub-County Director
Mbooni East



Said Ore Sheikh
Sub-County Director
Mbooni West



Getrude Chao
Sub-County Director
Kibwezi

Embrace Art to Enhance Learner Experience, Performance



By Dennis Simiyu

"I am a teacher at Lorrok Primary School in Samburu County. Like most teachers, I was apprehensive about the CBC when it was introduced in 2017. I thought it would be expensive, tiresome and cumbersome.

But after close to five years of implementing CBC, I am confident that it is changing the face of education. I teach art, which I have a special passion for since my school days.

During my art lessons, I demonstrate skills to my pupils and this motivates them to like art as well.

I also encourage them to apply what they have learnt in real life situations to create memories of them through art. Some of the teaching methods I use are drawings, illustrations, collages and models. I preserve some of the creations made by my pupils as teaching aids which others can use to improve their skills. Often, parents and colleagues come to view my collection.

Some of the challenges I experience include inadequate art materials such as paints and crayons and dealing with a large group of learners. Consequently, I plan to start an art club that will help source materials and motivate old pupils who are art enthusiasts to share their skills. My vision is to inspire pupils to study art in future so that an art gallery can be established in Samburu County by the time my call of duty is over at Lorrok Primary School.

To my fellow teachers, please encourage your learners to make any art they desire. It can be the road to fulfilling careers for many of them."

Your Opinion

Parents, Teachers Should Join Hands to Tackle School Unrest

By George Mwangi,

Just before schools went for mid-term break in November 2021, there were cases of students' unrest and arson by students in some schools

Approximately, 35 schools had critical facilities such as dormitories torched by students, leading to huge losses. These acts of indiscipline must be condemned and culprits made to account for the damage.

Since they double up as parents, teachers have the heaviest responsibility in molding students. But parents must monitor their children. At home, parents must be keen to know what children watch on television, mobile phones and internet.

These are avenues where students access content that can promote indiscipline and evils such as pornography, violence and cultism. In school, teachers must keenly observe how they choose their peers and whether they behave with etiquette and respect their parents, teachers, elders and authorities. Teachers should advise parents to make impromptu visits to day schools to update themselves about their children's progress and discipline issues. For both teachers and parents, it is important to be on the lookout for anti-social behavior among our youths.



George Mwangi

Many test the limits of our tolerance by teasing, disobeying, not listening, back talking, temper throwing, rule breaking and dismissing us. During these moments, the more reactive and upset we become, the more the learners think they have power over us.

The rule of thumb in the face of difficult teenagers is to keep your cool. The less reactive you are to their provocations, the more you can use your better judgment to handle the situation.

As teachers, we should advise parents to make impromptu visits to schools to update themselves about their children's progress. They will feel that their welfare is being prioritised, making them open up about difficult situations they might be going through. When confronted by wayward students, the rule of thumb is to keep your cool. The less reactive you are to their provocations, the more you can use your judgment to handle the situation.

The writer is a teacher at Uruku Secondary School, Nyandarua County.

CONTACTS

**Teachers Service Commission, TSC House, Upperhill, Kilimanjaro Road
P.O Box Private Bag, 00100, Nairobi; Tel: 020 2892000**