

CIRCULAR ON COVID -19 CASH TRANSFER PROGRAM FOR PRIVATE TEACHERS IN SCHOOLS AND INSTITUTIONS

Reference is made to the communication from Clerk to Parliament, dated 9th, February 2022, concerning clarification on the Covid – 19 cash transfer program for teachers in Private Schools and Institutions worth 30Bn.

Following the guidance from the Rt. Hon. Deputy Speaker of Parliament, it was resolved that Ministry of Education and Sports (MoES) takes lead in coordinating the disbursement of the Cash relief to teachers in Private schools from a non-governmental organization Give Directly(GD).

The Private Schools and Institutions (PSI) department of Ministry of Education and Sports was tasked with the responsibility of coordinating this program.

This circular has been issued to clarify on the new guidelines to be followed under this program.

1. The teachers eligible for this program should fit the following criteria:
 - (i) Are not on Government payroll
 - (ii) Are teachers teaching in a government school but not on government payroll
 - (iii) Are duly registered or licensed by the Ministry of Education and Sports.
 - (iv) Are currently teaching in a private school or institution which must be proved by the Head of school/Institution by attaching a payroll.
 - (v) Have a mobile money account registered in their name tallying with the NIN.
2. The cash relief program will support 150,000 teachers, tutors and Instructors in private primary and secondary schools, private health training institutions, private business vocational and training schools nationwide.
3. Each teacher will receive UGX 200,000 net. The program will cater for the taxes and withdrawal fees.

The purpose of this communication therefore is to request the Executive Director-KCCA, Chief administrative officers, Town Clerks of Cities and Municipalities to;

- i. Ensure that the Heads of schools and institutions compile and upload data of eligible teachers and proof of employment in form of a payroll through an online system at <https://cashrelief.education.go.ug> .
The Center Coordinating Tutors (CCT's) have been requested to help in mobilizing the Heads of Schools/Institutions but not to register teachers.
- ii. Ensure that the District/City/Municipal Education Officer validates the lists of uploaded teachers who meet the criteria in 1 (i-v) above.
- iii. Approve the validated list through an online system for onward verification and payment that will be done by the Permanent Secretary, Ministry of Education and Sports.

Please note that:

- a) The registration form should be filled in by the Head of School/Institution after creating an account on the form.
- b) The Head of School/Institution is expected to begin by preparing a list of the teachers who are eligible for the cash relief and attach part of the institution's payroll showing the eligible names to confirm eligibility.
- c) Fill in the information online, scan the payroll (take a picture) and upload it in the system as will be required.
- d) Send the physical list and payroll attached to the DEO's office in your administrative area.
- e) The Executive Director-KCCA, Chief administrative officers, Town Clerks of Cities and Municipalities should contact the Ministry of Education-Private Schools and Institutions department to be registered onto the system for onward approvals of the data.

Please do not hesitate to contact any of the following for technical guidance in relation to the implementation of this intervention:

- Senior Education Officer, Private Schools and Institutions
Contact: Tel: 0772-368-270
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- Commissioner Labor and Industrial Relations
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