



The Republic of Uganda

Ministry of Education and Sports

21st November 2025 || Ref. MES/ADM/78

PRESS STATEMENT

False Message About Issuance of Appointment Letters for Newly Recruited Secondary School Teachers

The attention of the Permanent Secretary, Ministry of Education and Sports (PS/MoES) has been drawn to a message circulating on social media platforms asking the public to inform recently recruited Secondary School teachers to come to Kampala to pick appointment letters with a purported expiry date of 23rd November 2025 in case they were issued on 23rd October 2025.

The MoES would like to inform the public that the message referred to above is false and its author(s) not known to the Ministry. As such, the public is informed that the process of issuance of authentic appointment letters – and thereafter, deployment or posting is as follows at **NO COST**:

1. Appointment letters are issued only to persons who have successfully passed interviews conducted by the Education Service Commission (ESC).
2. The names of successful individuals are published on the website of ESC.
3. The successful person is then issued a Letter of Offer by the ESC and specifies under which Minute of the ESC that decision was made.
4. In the Letter of Offer, the successful individual is also informed by the ESC to proceed to the PS/MoES to pick an appointment letter.
5. At the same time, the ESC dispatches to the PS/MoES the hard copy of the list of successful persons as published on the ESC website, the Minutes of the ESC under which the decision was taken as well as the Application Forms of each successful person completed while applying for the job.
6. The PS/MoES then instructs the Commissioner for Human Resources Management (C/HRM) in the MoES to write the respective Appointment Letters.
7. Upon receipt of the instruction from the PS/MoES, the C/HRM asks the Registry of the MoES to retrieve the respective personnel file of each successful person on the list from the ESC. **Please note** that every teacher in Uganda who has registered to practice teaching

in Uganda and has registered in the Teacher Management Information System (TMIS) has a personnel file whether you are employed by the Government or not.

8. The C/HRM then places in the successful person's personnel file the Application Forms and Minute Extract as submitted to the MoES by the ESC.
9. The C/HRM then uses the information in that successful individual's personnel file to generate the Appointment Letter. **Depending** on the volume of Appointment Letters to be written, this step takes at least a minimum of two weeks because all letters written must be verified to ascertain that the information contained therein is accurate and consistent.
10. Appointment Letters for persons on promotion then go through the Commissioner for Government Secondary for signature before they are brought back to the Security Registry for dispatch.
11. For the fresh appointments, letters are handed over to Security Registry where they are recorded.
12. For the Appointment Letters that are ready for dispatch, the list is posted on the website of the MoES, and persons informed about what documentation to bring along while picking their letter. No one is required to pay or bring money before picking their Appointment Letter.
13. All dispatch of Appointment Letters is done through and by the Security Registry of the MoES and picking of letters is strictly only by the appointed individual.
14. After presenting Letters of Acceptance of Appointment, Posting Instructions are then issued by the MoES.

All appointments are made in accordance with the established recruitment procedures and guidelines. Successful applicants are communicated to through the Ministry's official Website. The MoES urges the public to be cautious of scams and misinformation. Do not respond to or engage with suspicious messages or individuals.

For any inquiries on the subject, you may contact the Office of the Spokesperson by sending an email to pro@education.go.ug

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Dr. Dennis K. Mugimba
Spokesperson