SUBMISSION GUIDELINES FOR TRANSFER REQUESTS 2026

The Ministry of Education and Sports issued a notice to all teaching and non-teaching staff in government educational institution/schools on transfers. Transfers in the Uganda Public Service are governed by the UPSSO, 2021.

The Official transfer period for teaching and non-teaching staff in government educational institutions is open, running from this 1st July, 2026 to 30 September 2026.

Below are the key guidelines to follow as you submit a transfer request to the Ministry's Security Registry, Room 1, Level 4, Embassy House.

1. A written transfer request is to be made to the Permanent Secretary, routed through the Headteacher (to comment on the practicability of the request); confirmation of availability of wage, staff quota on the Human Capital Management System for a particular school by the respective Local Government- Chief Administrative Officer, teaching load, the letter should state the reasons for the transfer request; and
2. A duly filled transfer form signed by the releasing Headteacher, receiving Headteacher and Accounting Officer of the receiving Local Government in which the new school is located, is to be submitted to the Ministry's Security Registry, Room 1, Level 4, Embassy House **AND NOT ANY OTHER PLACE** between 1st July, 2026, and 30th September,2026; this should be in duplicate (transfer request/transfer forms and all transfer requests should have copies of the current posting instruction/deployment letter, copies of appointment letters, current pay slip.). Any submissions that are made after the stated period shall not be considered.
3. To avoid impersonation, transfer requests are to be submitted by the individual themselves.

Eligibility for Transfer

All secondary schools/institutions administrative, teaching and non-teaching (support staff) shall be eligible to apply to transfer provided that they:

i. are employed on permanent status and should be confirmed in appointment;

ii. have been at the current school/station for six (6) years or more;

Staff not eligible for transfer when;

i. The justification by the Head of School/Institution against the transfer is valid;
ii. The applicant for transfer is an only subject teacher in a Department in the school;
iii. The applicant is subject to Ministry /school/institution disciplinary process;
iv. The applicant is on maternity, sick leave, study leave, interdiction, leave without pay;
v. The application is made outside the transfer period;
vi. Disruption of the public service in a given school/institution (teacher: student ratio or gap created);
vii. Transfer request is not officially endorsed by the Headteacher or Local Government due to lack of wage/load;
viii. On probation;
iii. both teaching and non-teaching staff in SEED schools/grant-aided schools who were recruited on condition that they would serve in the schools for at least five (5) years;
iv. recently transferred staff in the past two years, that is, 2024/2025 and 2025/2026, are not eligible for transfer;
v. staff who have attained 58 years are strongly advised to maintain their service in the current station.

Note

Headteachers are obligated under the Uganda Public Service Standing Orders, 2021 and the Education (Pre-Primary, Primary and Post-Primary) Act, Chapter 247 to act with utmost fairness, objectivity, equity and professionalism in the interest of the Public Service.

Transfer requests are not punitive measures in the Public Service; staff requesting transfers should not be treated unfairly, have their workload/teaching load withdrawn, or be blocked from requesting for transfers. Headteachers are requested to objectively provide a comment

on staff requests; and they should not release staff before transfers are effected.

Staff who intend to apply are informed that transfer requests can be deferred or accepted; thus, they are required to continue to be diligent in the execution of their duties and responsibilities in their current institutions/schools.

Any forged signatures or official stamps will be subject to disciplinary action; thus, caution should be exercised.

Submission of a transfer request does not in any way imply that an Officer has been transferred or purported to be relieved/released from duty in a given station. Absenting oneself from their official duty station without permission and prior notification is sanctionable under the Uganda Public Service Standing Orders, 2021.

The Ministry will keep updating these guidelines from time to time.

NOTE:

CAUTION SHOULD BE TAKEN ON UNSCRUPULOUS PEOPLE WHO KEEP CALLING, PRETENDING THAT THEY WILL HELP IN PROCESSING TRANSFER LETTERS. THE MINISTRY WILL NOT BE ACCOUNTABLE FOR LETTERS RECEIVED OUTSIDE THE MINISTRY'S SECURITY REGISTRY, ROOM 1, LEVEL 4, EMBASSY HOUSE AND ANY EXTORTION OF MONIES.

PROCESSING OF TRANSFER LETTERS IS FREE OF CHARGE.

MANAGEMENT