Ministry of Education and Training

Compiled by Policy and Planning Directorate

Contents

Director General Statement

Last year, 2024, was a challenging year since we have gone through a few major disasters that have impacted the implementation of our 2024 Annual Plan. Firstly, the industrial strike in quarter 2 by all Vanuatu Teachers Union members on the 14th of June 2024. Another main issue is the liquidation of the national airline (Air Vanuatu). Therefore, all activities to be implemented at the province and school level are on hold. In addition, currently the country is going through a financial crisis, with the country spending more money than making revenue. This has led to the government putting pressure to the recurrent budget to properly manage well. Lastly, the catastrophic 7.3 magnitude earthquake that struck the island of Efate on the 17th of December 2024. Therefore, this year, 2025, the business plan developed is to make sure to address a fewer of the major disasters that happened last year to make sure we have solutions to the issues. The 2025 business plan was later reviewed to capture the governments' 100-day plan, and so this has caused a late implementation as well.

Below is the template that presents all progress made from the month of **July to October2025.** It will outline the highlights and overall performance made against the output/service target of the 2024 business plan. ways forward are drawn below. Overall, this report aims to provide a comprehensive overview of our strategic direction and the necessary steps to enhance our operations as we move into the next quarter. By addressing the challenges and leveraging our achievements, we can ensure a more successful implementation of the 2025 business plan.

Quarter 3: Overall achievement, challenges and way forward

| Achievements	Challenges & Emerging issues	Way forward
✓ Performance Agreement Report for DG/Directors Completed ✓ Performance Appraisals for all MoET Staff completed ✓ Submitted all MoET staff Individual Work plans to PSC ✓ digitization of curricular resources/instructional materials to schools is complete	**Natural disasters** (Earthquake, cyclone.) that happened every year is one of the challenges faces in implementing annual business plan.	Review of the business plan to capture the raising issues. Also, we have response and contingency plan which are activated to be implemented in disasters.
✓ Complete construction of 1 boys' ablution for Bombua JSS is complete ✓ Complete construction of 14 classrooms for Santo East Primary School, Luganville, Santo Island is complete ✓ Procurement of furniture for 3 classrooms and 1 office for Tavumae Primary School and 2 classrooms for Vovlei Primary School, Santo Island is complete	**Budget constraints** – referring mainly to MoET recurrent budget. If there is no recurrent budget allocated (and no donor partner support), activities may not be implemented.	**According to recurrent budget**- Cash flow plan must be well prepared to implement activities as plan. In addition, plan activities must be first sought funding for, before

✓ Construction of 3 classroom for St. Henri (Lonfis) Primary School, Pentecost Island is complete		
✓ Construction of 2 classrooms and 1 office for Eratap Primary School, Efate Island is complete		
✓ Construction of 2 classrooms at Yenumakel Primary School on Tanna Island is complete		
✓ *Construction of 1 storey 6 classrooms for Ecole Centre Ville, Efate Island.is complete*		
✓ *Complete construction of 4 classroom & 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island.is complete*		
✓ *Procurement of furniture for 4 classroom & 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island.is complete*		
✓ *Procurement of furniture for 3 classrooms and 1 office for Tavumae Primary School and 2 classrooms for Vovlei Primary School, Santo Island.*		

✓ *Construction of 2 classroom for Baie-Barrier Primary School, Pentecost Island. Is complete*		
✓ *Construction of 3 classroom for Rangusuksuk Primary School, Pentecost Island.is complete*		
✓ *Construction of 2 classroom for Pangi Primary School, Pentecost Island.is complete*		
✓ *Construction of 5 classroom with 1 office for Melsisi Primary School, Pentecost Island.is complete*		
✓ *Construction of 2 classroom for Unmet Primary School, Malekula Island.is complete*		
✓ *Construction of 2 classrooms and 1 office for Eratap Primary School, Efate Island.is complete*		
✓ *Construction of 3 classrooms at Nukwanapu Primary School on Efate Island.is complete*		
✓ *Re-roofing of CDU building is complete*		
✓ Upgrade of MoET Fencing		

✓ Teaching Service Act Amended is complete		
✓ 2024 Annual report produced and submitted ✓ Annual Development Report (ADR) produced and submitted	**Ad hoc tasks & workload-** these are unplanned tasks but often considered urgent. It adds up to the current workload that is already there and usually results in heavy workload. This slows down the progress of planned tasks as outlined in 2021 BP	**Management of workload-** Officers must well manage their workload, so that they can progress to implement their allocated task. Whilst ad hoc task can be taken in regards to their priorities.

All efforts and commitment made towards these achievements and progress towards Quarter 3 of 2025 are acknowledged and appreciated. Furthermore, our continuous collaboration is needed to constantly implement the MoET's 2025 approved Business Plan and to keep track of the progress we make.

Thank you all for your corporation and commitment.
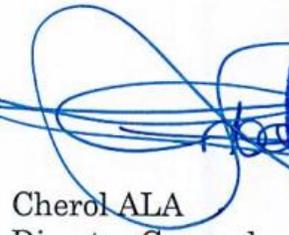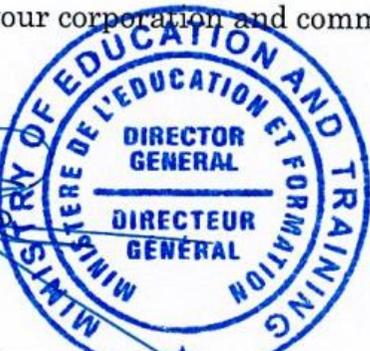
Cherol ALA
Director General
Ministry of Education and Training

2025 MoET Activities by Directorate

3.1 Cabinet Support

Department	510						
Program	**Activity Code**	**Output or Service Target**	**Target**	**Action**	**Progress** *(on track, complete or behind schedules)*	**If behind schedules, What is the challenges encounter**	**Way forward /General comment's**
Provide sustenance across all MoET Policies	51AA	Provincial visits	100%	Planned Provincial and visits are carried out.	On Track	A bit slow largely due to very busy schedules since February 2025 dealing with various issues re: VTU Strike, Scholarships.	• Visited Ambae (PENAMA) to hand over classrooms, visited Gau (TORBA) to hand over a TVET classroom project. Visited Pentecost (PENAMA) to officially launch a major funding program. • Major Provincial Visit being planned for Torba during July 2025, followed by Penama,

	51AA	Ministerial conferences	100%	Planned Ministerial conferences are attended	On Track	Nothing's behind schedule. The Hon Minister and key Cabinet staff will attend relevant conferences as and when they are available.	Malampa, Sanma, etc. • Hon Minister attended PNG Conference. • Upcoming meetings the Minister, First PA, DG and other key officials will be attending include mission to China, Samoa, Auckland, and Fiji. • Detailed report in Q2.
	51AA	Legislation developments & implementation	100%	Legislations are implemented	On Track	Other amendments coming up in November.	• TSC Act Amendments already passed in First Extra-Ordinary Sitting of Parliament in March 2025. • Remain focused on getting amendments through to facilitate Reform of Education sector in Vanuatu.

3.2 Director General's Office

Department	540							
Program	**Activity Code**	**Service Target**	**Target**	**Action**	**Progress** *(on track, complete or behind schedules)*	**If behind schedules, What is the challenges encounter**	**Way forward /General comment's**
69.Implementation of legislations and Acts	54AA	Issue Directives on the review of the Education Legislations and Act	1	1. Issue Directive to Director PPU for coordination through Legislation Review Committee 2. Education Reform (include as Target)			
	54AA	Issue Directives on the Drop Out Policy. Approval/Signing of the Drop Out Policy	1	1. Liaise with Director Education Services to ensure out of school directives are administered			
	54AA	Issue Directive to improve TSC Act and related policies	1	1. Liaise with Teaching Service Commission to strengthen TSC Act with related policies			
	54AA	Issue Directive to improve VQA Act and related policies	1	1. Liaise with Vanuatu Qualification Authority to strengthen VQA Act with related policies			
72. Support the review of policies & guidelines	54AA	Issue Directive to Director Policy and Planning and Communication officer to develop Communication Policy	1	1. Liaise with Director Policy and Planning to ensure MoET Communication Policy is reviewed 2. Liaise with PPU to ensure MoET ICT Policy			
	54AA	Issue directives to Directors to come up with new Policies to lead	1	1. Liaise with MoET Directors			

		the Vanuatu Education into the future.					
87. Support capacity building for planning, reflection and timely reporting	54AA	Signed MoET 2026 Business Plan	1	1. Liaise with Director Policy and Planning to ensure 2025 MoET business plan is reviewed and approved			
	54AA	Signed MoET 2024 Annual Reports	1	1. Liaise with Director Policy and Planning to ensure 2022 MoET annual report is produced.			
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and Stakeholders coordination	54AA	Issue Directive on Donor Partners coordination	1	1. Liaise with Director Policy and Planning to ensure proper coordination of Donor Partners programs			
64. The implementation of regular audits and risk analyses of financial compliance. Regular review and reporting. Support the implementation of good financial management practices at all levels (central, province and	54AB	No. of School Audit Reports	50	1. Identify schools with high risk for audit submit to Risk and Audit Committee (RAC) 2. Conduct audit field work 3. Prepare draft audit report and submitted to the auditee. 4. Prepare final audit report and submitted to the auditee			
	54AB	No. of central audit project reports	6 provincial offices ECCE Grants (Audit scope TBD) Scholarship-student	1. Conduct audit field work 2. Prepare draft audit report and submitted to the auditee. 3. Prepare final audit report and submitted to the auditee 4. Submit report to RAC			

			allowances 2023/2024 ICT- 2023/2024					
school/PSET institution)								
	54AB	Surprise school audit report (s)	10 (School)	1. Assess Open VEMIS financial and identify school to audit. 2. Conduct surprise audit at MoET Central level and at schools. Issue audit reports			
	54AB	Desktop audit reports	10	1. Conduct desktop audit for sample schools selected.			
70. Support the review and implementation of the updated MoET structure	54AC	MoET structure reviewed, and implementation of devolution implemented	6	1. Assist in Review MoET structure. 2. Assist in Devolve the implementation the MoET structure	Behind the schedule	Directorate of Policy and Planning to inform on the consultation	HRM completed Transpose Job Description and submitted to OPSC
	54AC	Compliance of policy strengthen through devolution strategy	6	1. Strengthen the compliance of policy through devolution strategy	On Track		
	54AC	Ministry Quality Management Framework Revised	1	1. Implement the revised Ministry Quality Management framework	On Track		
	54AC	School support centres established, and a policy of school support centres developed	6	1. Establish school support centres in other provinces and 2. Develop a policy for school support centres. 3. Ensure appropriate budgetary and other logistical support for devolution activities in all sectors	On Track		
	54AC	Alignment between TSC and PSC structures strengthen	1	1. Strengthen alignment between Teaching Service Commission (TSC) and PSC structures; and undertake periodic	On Track		

				assessment of Ministry organizational structure			
	54AC	Provincial Education Board reviewed and strengthened	6	1. Devolve relevant functions to the provinces; and review and strengthen existing Provincial Education Boards in each province	On Track		
	54AC	MoET Regulatory Bodies reviewed and strengthened		1. Strengthen Regulatory Bodies are reviewed and well-coordinated	On Track		
	54AC	PSC recruitment processes formalized	TBD	1. Formalize recruitment through PSC processes	On Track		
68. Support the development of MoET HRD Policy & Plan and support staff capacity building at all levels	54AC	Professional Development and Capacity Building Planning framework developed and implemented	10	1. Develop and implement continuous professional development and capacity building with MoET	On Track		
	54AC	Staff succession plan established with clear costing	1	1. Establish Ministry staff (PSC) and teachers/trainers/lecturers/other staff succession plan with clear costing (PSC / TSC)	On Track		
	54AC	Strengthen PSET providers and industries to inform of courses needed in HRDP plan	6	1. Enhance collaboration between PSET providers and industries to inform of courses needed to meet the National Human Resource Development Plan	On Track		

89. Review and implement the Communication strategy and support the strengthening of MoET Partners and Stakeholders coordination	54AD	UNESCO Participation Program Project Reports	2	1. Coordinate the overall implementation of projects submitted under 2022/2023 UNESCO Participation Program if Paris Headquarter approved them. 2. Settlement of Vanuatu 2023 annual assessed contribution fee. 3. Coordinate the above activity with DFAICET and MFEM	On Track		The action dates may change as the activities depend on the accessibility of the grant/fund as most of the time depending on the process the funds reach the recipients quite late
	54AD	Vanuatu-UNESCO General Conference Participation Report	1	1. Develop COM Paper to request funding. 2. Develop participation report	On Track		Vanuatu's participation will depend entirely on the availability of the budget or funding.
	54AE	No. of registration of communication requests base on our overall MoET activities	TBD	1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication	On Track	The phone assigned to the Communication Officer was lost and stolen while on duty at Montmartre School. A replacement with a new, good-quality phone is required.	- A new phone is urgently needed Livestream Materials for School Debates, School games, or other related Education events
	54AE	No. of registration of special communication requests base on our overall MoET activities	TBD	1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication	Duplicate (On Track)		
	54AE	MoET Communication Policy Report	1	1. Develop the Communication Policy	On Track	Budget Unplanned activities	VAESP will support the

				2. Approval of the com's policy by the Minister 3. Disseminate and awareness			development of the Communication Policy under the guidance of the MoET Communication Officer.
	54AE	MoET Communication Intranet	1	1. Create a Communication Intranet	On Track	Budget Unplanned activities	Stop Unplanned activities
65. Support the implementation and monitoring of the procurement policy.	54AF	Procurement Training	1	1. Procurement Training on Tafea 2. School Procurement Survey 3rd Quarter			
	54AF	Implementation of MoET Procurement Plan	1	1. Coordination of all Request for Tender- RFT. 2. Coordination of Request for Quotation – RFQ 3. Coordination and monitoring of Contracts	Behind the schedule	Directorate of Policy and Planning to inform on the consultation	HRM completed Transpose Job Description and submitted to OPSC
70. Support the review and implementation of the updated MoET structure	54AG	MoET Directorate Structures are reviewed (DG's Office, ESD, PPD & Tertiary)	4	1. Consultation within MoET 2. Consultation with OPSC 3. Draft of JD and Diagram 4. Submission to OPSC	Behind the schedule	Directorate of Policy and Planning to inform on the consultation	HRM completed Transpose Job Description and submitted to OPSC

	54AG	Recruitment	50	1. Request Financial Visa 2. Request PSC for approval to advertise vacant positions. 3. Request Language unit to translate advert in French and Bislama 4. Advertise vacancies. 5. Arrange Panellist 6. Shortlist 7. Interview 8. PSC approval of recommended applicant 9. Inducting & Training	On track		19 Appointment (10 PSC positions and 9 Project PositionS) Q2 Advertised: Advertised 18 Project positions under Cognition Education – Awaiting Shortlisting and Interview 10 Positions (PSC) advertised.
	54AG	Performance Agreement Report for DG/Directors	5	1. Issue reminder 2. Collection of Performance Agreements 3. Checklist completed 4. Submission to PSC	Complete		DG and Directors PA submitted to DGO and to OPSC
	54AG	Performance Appraisals for all MoET Staff	209	1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile appraisals 5. Submission to PSC 6. Assessment and recommendation of rewards	Complete	Late submission Uncomplete submission	Directors and Managers to remind staff and ensure PA are submitted on time and all sections are filled.
	54AG	Submitted Unit Plan	1	1. Issue notice of unit plans 2. Submission of unit plans to DGs Office (EO)	Complete		HRM Business plan submitted

54AG	Submitted all MoET staff Individual Work plans to PSC	209	1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile work plans And submission to PSC	Complete	Late submission Uncomplete submission	Directors and Managers to remind staff and ensure WP are submitted on time and all sections are filled.
54AG	Audit Report	2	1. Abstract Payroll Report 2. Audit Staff payroll (salary scale / cost centre) 3. Child allowance 4. Housing allowances 5. Report provided to HRM 6. Inform staff members if any over payment 7. Send report to Payroll DoFT	1. On track	Staff are not submitting Birth Certificate of their child	Audit of staff payroll cost centre Recovery of child allowance of children over 18 years is still under process
54AG	Compliance	5	1. Assist the Office of the DG in Discipline Procedure 2. Issuance of Discipline letter, Report 3. Appointment of panel Investigation 4. Submission to OPSC	1. On track	We need a compliance officer to manage all compliance issues within the Ministry.	Create a post under DG's office for compliance officer to concentrate on staff discipline, seek SLO advice and ensure that MoET adheres to internal policies, and regulatory requirements and oversee other compliance issues within the MoET.

	54AG	Internal Staff Handbook	2	1. Complete draft HR Policy 2. Complete draft HR Staff handbook 3. Quality Assurance Unit and Policy Unit to review 4. Consultation with MoET Managers 5. Finalize the documents 6. Printing 7. Launching	1. Behind Schedule	Due to the demands of my daily workload and ongoing responsibilities, I am currently unable to dedicate my full attention to the review and update of the internal staff handbook.	We require a full-time resource to review the current draft of the internal staff handbook, update its contents and ensure alignment with the PSSRM and the PSC Act.

3.3 Finance and Administration Directorate

Tasks 1 to 6 have been completed, and the contractor is approximately 70% through the installation process. Department	820						
Program	Activity	Service Target	Target	Action	Progress (on track, complete or behind schedules)	If behind schedules, What is the challenges encounter	Way forward /General comment's
1.Support the review process of the school grant processes	82AB	1. School grant code is updated and implemented	100%	1.Review school grant code Translation of revised Grant Code. Printing of Grant Code. Distribution of Grant Code to schools. Upload soft copy of Grant Code to MoET website and Open VEMIS. Implementation of Grant Code.	On track		Defer final review while waiting for Education Act review

				100%	2. Grants and school fee subsidy to be paid to schools and institutions. 1st Tranche 30% grants and fee subsidies is paid. 2nd Tranche 30% grants and fee subsidies is paid. 3rd Tranche 40% grants and fee subsidies is paid. Ineligible schools are to be confirmed by end of July.	On track		Current shortfall of school grant budget to pay registered schools of ~ 80 million vatu.
				80%	3. Revise school grant formula Consultation of current school grant. Draft findings from school grant research. Finalize recommendations to be implemented. Develop COM paper to implement research findings and recommendations. Implement research findings and recommendations on school grant formula.	On track		To be funded by GPE. Activity deferred to 2026.
7. Monitor implementation of school/PSET institution	82AC	4. Training on school/ PSET Maintenanc e Manual			4. Approved revised School Maintenance Manual Finalize School Maintenance Manual. Translation of manual.	Not yet started		Moved - Proposed to commence in First quarter of 2026 due to current workload

maintenance manual		conducted to all schools		Printing & distribution of manual. Distribute manuals. Develop comms for manual.			and recovery project implementation
				5. Refresher Training for PMO and School Maintenance Officers in six Provinces Prepare training materials. Arrange traveling logistics. Carry out training. Report on training.	Not yet started		Moved - Proposed to commence in First quarter of 2026 due to current workload and recovery project implementation
				6. Printing & Distribution of Maintenance Manual to all schools Printing of School Maintenance Manual. Confirm budget for distribution. Arrange Logistics for distribution. Implement maintenance manual.	Not yet Started		Moved - Proposed to commence in First quarter of 2026 due to current workload and recovery project implementation
8. Support midterm expenditure framework for asset master plan	82AC	5. Asset Master Plan is costed		7. Update on asset master plan Provide master list for 2025. Implement and monitor master plan list for Malampa and Penama Schools for 2025 Lakatoro School Orap School	On track		Awaiting donor funding

				Notre Dame De Walarano Vao Ilot Herenhala Gamalmaua Latano (Loltong) Aligu Sori Mauri			
9. Strengthen asset management	82AC	5. Asset Master Plan is costed	1	8. Update all MoET Central Asset Management is reconciled with the payment system. Extract Asset Report according to Cost Center and submit to respective Managers to verify the report. Submit Asset Report to all Staff each quarter.	On track		
			2	9. Updated Asset Registry Asset Registry Report for 2024 is submitted by February 2025	On track		Submitted
			1	10. Identify Asset Management System for MoET & schools Define what assets (IT equipment or office furniture) need tracking and why Review any current asset lists, software, or policies in MOET	On track		

				Meet with department heads and IT staff to understand their needs and challenges. Conduct a physical count of key assets and check if data is accurate and complete. Look at available asset management software that fits MOET's requirements and can integrate with existing systems. Compare costs and long-term benefits of different solutions. Develop a phased implementation plan, starting with a small pilot. Train relevant staff and set up a support system for ongoing help. Schedule regular checks to ensure data accuracy and gather feedback for adjustments.			
14. Support the establishment of internet connectivity for schools/PSET institutions	82AD	10. Schools have access to technological infrastructure	10	11. Deployment of new sites. Maintenance of existing sites. Coordinate with PEO Shefa to obtain a list of selected schools. Collaborate with the procurement team to prepare the RFQ and tender documents. Initiate the tender process.	On track		Tasks 1 to 6 have been completed, and the contractor is 70% through the installation process.

				Conduct the selection panel meeting to review bids and award the contract.			
				Contractor signs the contract.			
				Accounts process the first payment for the contract.			
				Contractor installs the internet connection at the selected schools.			
				Contractor submits a completion report.			
				Conduct training sessions with selected school principals.			
				Accounts release the final payment for the contract.			
15. Support the establishment of computer labs for schools and TVET/PSET institutions.	82AD	10. Schools have access to technological infrastructure	10	12. Provide on demand advice to schools & PSET on computer lab setup.	On track		The IT team is actively collaborating with VAESP and other NGOs to assess and identify the specific needs of 15 selected schools to support the setup of their computer labs.
				Accept requests from schools or PSET needing setup advice.			
				Identify specific requirements for the lab (e.g., number of computers, internet, software).			In addition to this targeted support, the IT team continues to provide on-demand advice and assistance to other schools,
				Suggest suitable computers, networking gear, and other essential equipment.			
				Advise on lab layout for efficient space and connectivity.			

				Share setup instructions, including power, internet, and security needs. Help choose vendors for purchasing equipment, if needed. Offer remote or onsite assistance while the lab is being set up Verify that everything is functioning correctly post-setup. Check in periodically to address any issues or provide further support.		including guidance on lab setup and support with repairs or maintenance of existing equipment.
			100	13. Support provided to school's teachers (Primary and Secondary) on teacher's standard email, and continuous distributions of email to new registered schools. Gather names and email details from each schoolteacher Check & set up email accounts following the standard format Share easy-to-follow login steps with teachers. Help teachers log in for the first time if needed. Show teachers how to send, receive, and organize emails. Resolve any login or access problems.	On track		The standard email for teachers has been developed and is currently in the rollout phase. This is an ongoing activity that will cover all active teachers listed in VEMIS, as well as any future teachers added to the Open VEMIS system.

					Be available to answer questions or address further email issues. Provide report		
				1	14. Develop Schools Helpdesk Ticketing system List key features (ticket tracking, notifications) Pick a ready-made or custom ticketing system. Set steps for ticket handling (from request to resolution). Define permissions for teachers, IT, and admins. Add school-specific categories and templates. Set notifications for ticket updates. Ensure everything works smoothly. Show staff how to use the system. Roll out the system to all schools. Make improvements based on user input.	On track		The system has been developed and is now operational. Training sessions with secretaries and end users are currently ongoing to ensure effective implementation.
				1	15. Identify Phone setup for schools Identify Requirements Choose Phone System Type	Complete		The phone system has been identified, tested and will be roll out to schools in

				Select a Provider Plan Deployment Purchase Equipment Set Up Central Management Install Phones in Schools Configure the System Train IT Staff and Users Launch and Monitor			2026. This system will be hosted online and managed by MOET IT Unit.
24. Support the implementation of recovery activities for affected schools/institutions	82AD	14. Digitize data collection tools	1	18. Support the digitization of curricular resources/instructional materials to schools Coordinate with the Education in Emergency (EiE) officer to circulate the IT EiE guidelines. Contact training on IT EiE guidelines to all MOET staff, PEO staff, and school representatives. Ensure consistent monitoring and implementation of the IT EiE guidelines by MOET, PEO, and schools	Complete		The resources have been developed and are available online to ensure readiness in the event of any disaster.
			1	19. School Council funding request form develop Define Objectives Collaborate with Stakeholders Draft the Form	Complete		The first phase of this activity has been completed with the development of a School IT Request

				Review and Finalize			Form, which is now fully operational. The next phase, involving the development of a Council Request Form, is scheduled for next year.
				Test the Form			
				Implement and Distribute			
				Monitor and Update			
24. Support the implementation of recovery activities for affected schools/institutions	82AC	15. Recovery projects implemented	1	20. Complete construction of 1 boys' ablution for Bombua JSS. Supervision and reporting from ring beam to roof completion (Boys Ablution) Supervision and reporting from roof installation to finishing works completion (Boys Ablution) Facilitate final payments documents	Completed		
				21. Procurement of remaining furniture for 4 new classrooms, 2 offices, 1 boys' dormitory and Girls Dormitory for Bombua JSS. Delivery inspection and Report for double classroom. Delivery inspection and Report for double classroom. Delivery inspection and Report for Girls dormitory.	On track		Furniture to be delivered by February 2026

					Delivery inspection and Report for Boys dormitory. Facilitate Final payment documents.			
				2	22. Complete construction of 2 new classrooms for Avunatari Primary School. Preparation of new tender dossier Funding confirmed from DoFT Tender dossier approved Advertise tender Collection and registration of bids submission. Nomination of evaluation panel members Evaluate tender Produce evaluation report Approval of evaluation report Preparation of contract documents Signing of contract Delivery inspection and Report. Facilitate Final payment documents.	On track		Contract sign – works in progress
				2	23. Procure furniture for 2 new classrooms for Avunatari Primary School Preparation of tender dossier	Completed		

					Funding confirmed from DoFT			
					Tender dossier approved			
					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Induction of Contractor and School Community			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			

					Facilitate final payments documents			
				2	24. Construction of 2 new classrooms (Hybrid) for Paireve Primary School. Nomination of evaluation panel members Evaluate tender Produce evaluation report Approval of evaluation report Preparation of contract documents Signing of contract Supervision and reporting from mobilization to slab completion Supervision and reporting from wall to ring beam completion Supervision and reporting from roof installation to demobilization Practical completion and produce completion certificate Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents.	On Track		Contract for construction in progress
				6	25. Construction of 1 storey 6 classrooms for Ecole Centre Ville, Efate Island.	Completed		

					Supervision and reporting from roof installation to finishing works Practical completion and produce completion certificate Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents.			
				14	26. Complete construction of 14 classrooms for Santo East Primary School, Luganville, Santo Island. Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents.	Completed		
				5	27. Complete construction of 4 classroom & 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island. Supervision and reporting from wall to ring beam completion. Supervision and reporting from roof installation to demobilization. Practical completion and produce completion certificate. Defects liability inspection and Report	On track		In progress with new contractor

				5	28. Procurement of furniture for 4 classroom & 1 Administration Block for Fanafo Primary School, Canal Fanafo, Santo Island.	Complete		
					Completion of defects works (if required)			
					Facilitate final payments documents			
					Preparation of tender dossier			
					Funding confirmed from DoFT			
					Tender dossier approved			
					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Delivery inspection and Report.			
					Facilitate Final payment documents.			
				6	29. Procurement of furniture for 3 classrooms and 1 office for Tavumae Primary	Completed		

					School and 2 classrooms for Vovlei Primary School, Santo Island.			
					Preparation of tender dossier			
					Funding confirmed from DoFT			
					Tender dossier approved			
					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Delivery inspection and Report.			
					Facilitate Final payment documents.			
				3	30. Construction of 3 classroom for St. Henri (Lonfis) Primary School, Pentecost Island.	Completed		
					Defects liability inspection and Report.			
					Completion of defects works (if required).			
					Facilitate final payments documents.			

				3	31. Construction of 2 classroom for Londar (Baie-Martelli) Primary School, Pentecost Island.	On track		
					Supervision and reporting from mobilization to slab completion.			
					Supervision and reporting from wall to 1st floor slab completion.			
					Supervision and reporting from wall to ring beam completion.			
					Supervision and reporting from roof installation to finishing works.			
					Practical completion and produce completion certificate.			
					Defects liability inspection and Report.			
					Completion of defects works (if required).			
					Facilitate final payments documents.			
				2	32. Construction of 2 classroom for Baie-Barrier Primary School, Pentecost Island.	Complete		
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to 1st floor slab completion			
					Supervision and reporting from wall to ring beam completion			

					Supervision and reporting from roof installation to finishing works Practical completion and produce completion certificate Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents		
				8	33. Procurement of furniture for 3 classrooms for Saint Henri Primary School and 2 classrooms for Baie Barrier Primary School, Pentecost Island. Preparation of tender dossier Funding confirmed from DoFT Tender dossier approved Advertise tender Collection and registration of bids submission. Nomination of evaluation panel members Evaluate tender Produce evaluation report Approval of evaluation report Preparation of contract documents Signing of contract	On track		Under negotiation with contractor for failure to deliver within contract timefram

					Delivery inspection and Report. Facilitate Final payment documents.			
				3	34. Construction of 3 classroom for Rangusuksuk Primary School, Pentecost Island. Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents	Completed		
				2	35. Construction of 2 classroom for Pangi Primary School, Pentecost Island. Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents.	Completed		
				5	36. Construction of 5 classroom with 1 office for Melsisi Primary School, Pentecost Island. Supervision and reporting from roof installation to finishing works Practical completion and produce completion certificate Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents	Completed		

				5	37. Procurement of furniture for 2 classrooms for Pangi Primary School, 3 classrooms for Rangsuksuk Primary School and 5 classrooms with 1 office for Melsisi Primary School, Pentecost Island.	Completed		
					Preparation of tender dossier			
					Funding confirmed from DoFT			
					Tender dossier approved			
					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Delivery inspection and Report.			
					Facilitate Final payment documents.			
				2	38. Construction of 9 classrooms, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution block, 1 girls ablution block for Lycee de Luganville, Luganville Santo Island.	On track		Progressing according to schedule

					Approve DSC Report recommendations. Manage DSC Contract Deliverables.			
				2	39. Procurement of furniture for 9 classrooms, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution block, 1 girls ablution block for Lycee de Luganville, Luganville Santo Island. Preparation of tender dossier Funding confirmed from DoFT Tender dossier approved Advertise tender Collection and registration of bids submission. Nomination of evaluation panel members Evaluate tender Produce evaluation report Approval of evaluation report Preparation of contract documents Signing of contract Delivery inspection and Report classrooms furniture. Delivery inspection and Report dormitories furniture.	Not yet started		Procurement to commence on 3rd quarter

						Facilitate Final payment documents.			
					2	40. Construction of 2 classroom for Unmet Primary School, Malekula Island.	Completed		
						Supervision and reporting from roof installation to demobilization			
						Practical completion and produce completion certificate			
						Defects liability inspection and Report			
						Completion of defects works (if required)			
						Facilitate final payments documents			
					3	41. Concept design submitted for approval & funding consideration for Central Office Building, CDU Building and TSC Building.	On track		Consultants to submit their quotation
						Liaise with Architects Consultants to obtain quotation			
						Submit quotation for approval			
						Formalize procurement process			
						Sign contract			
						Liaise with Contractor to complete concept design			
						Finalize concept design for approval and funding.			

				2	42. Construction of 2 classrooms and 1 office for Eratap Primary School, Efate Island. Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents	Completed		
				3	43. Construction of 3 classrooms at Nukwanapu Primary School on Efate Island. Supervision and reporting from roof installation to finishing works Practical completion and produce completion certificate Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents	Completed		
				8	44. Renovation of 1 storey building with 8 classrooms at Saint Jean D'Arc Primary School on Efate Island. Tender advertisement Tender collection Nomination of evaluation panel members Evaluate tender Produce evaluation report	On track		Renovation works on HALT and awaiting the New Zealand Engineers (Egis Group) to submit their report from their assessment

					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
				3	45. Construction of 3 classrooms at Port Resolution Primary School on Tanna Island.	On track		Delivery of Materials in progress
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			

				3	Preparation of contract documents			
					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
				3	46. Construction of 3 classrooms at Ipekel Primary School on Tanna Island.	On track		Delivery of Materials in progress
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			

					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
				2	47. Construction of 2 classrooms at Yenumakel Primary School on Tanna Island.	Completed		
					Supervision and reporting from roof installation to finishing works			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
				1	48. Construction of 1 science lab Baldwin Lonsdale Memorial School on Sola Island	Not yet started		Tender to be release soon

					Preparation of tender dossier			
					Funding confirmed from DoFT			
					Tender dossier approved			
					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Delivery inspection and Report.			
					Facilitate Final payment documents.			
				1	49. Construction of a triple classroom at Labultamata PS on Pentecost Island	On track		Contract signed
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			

					Preparation of contract documents			
					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
					50. Construction of a triple classroom + Library Building, 2 Dormitories Building and 2 Ablution Block at Aulua Junior Secondary School on Malekula Island	On track		Tender stage
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			

				Preparation of contract documents			
				Signing of contract			
				Supervision and reporting from mobilization to slab completion			
				Supervision and reporting from wall to ring beam completion			
				Supervision and reporting from roof installation to demobilization			
				Practical completion and produce completion certificate			
				Defects liability inspection and Report			
				Completion of defects works (if required)			
				Facilitate final payments documents			
				51. Construction of a double classroom + office Building at Laindua PS on Malekula Island	On track		Procurement ongoing
				Tender advertisement			
				Tenders' collection			
				Nomination of evaluation panel members			
				Evaluate tender			
				Produce evaluation report			
				Approval of evaluation report			
				Preparation of contract documents			

					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilizatio			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
					52. Construction of a hybrid double classroom Building and a hybrid teachers house at Kamai PS on Malekula Island	On track		Procurement ongoing
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			

					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
					53. Construction of a double classroom building at Abuanga PS on Pentecost Island	On track		Procurement ongoing
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Supervision and reporting from mobilization to slab completion			

					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
					54. Construction of a double classroom building at Benbon PS on Malekula Island	On track		Procurement ongoing
					Tender advertisement			
					2.Tenders collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			

					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
					55. Construction of a triple classroom building at Olal PS on Ambrym Island	On track		Procurement ongoing
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					. Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			

					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
					56. Construction of a triple classroom building at Lonmelfaran PS on Ambrym Island	On track		Procurement ongoing
					Tender advertisement			
					Tenders' collection			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to demobilization			
					Practical completion and produce completion certificate			

				Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments			
				57. Construction of a double classroom building and a teacher's house at Faralao PS on Malekula Island Tender advertisement Tenders' collection Nomination of evaluation panel members Evaluate tender Produce evaluation report Approval of evaluation report Preparation of contract documents Signing of contract Supervision and reporting from mobilization to slab completion Supervision and reporting from wall to ring beam completion Supervision and reporting from roof installation to demobilization Practical completion and produce completion certificate Defects liability inspection and Report	On track		Procurement ongoing

				Completion of defects works (if required) Facilitate final payments			
				58. Renovation of four classroom and an admin building at Simon PS on Ambae Island 1. Tender advertisement for materials supply 2.Tenders collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract for Materials Supply 9. Signing of contract with labour 10. Supervision and reporting from mobilization to demobilization 11. Supervision and reporting of all renovation works 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payments documents	On track		Tender stage
				59. Renovation of a Double Classroom Building at Loquirutaro PS on Ambae Island 1. Tender advertisement for materials supply 2.Tenders collection 3. Nomination of evaluation panel members 4. Evaluate tender	On track		Tender stage

				5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract for Materials Supply 9. Signing of contract with labour 10. Supervision and reporting from mobilization to demobilization 11. Supervision and reporting of all renovation works 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payment			
				60. Renovation of 5 classroom building, 4 Boys Dormitory and a Girls Ablution at St Patrick's College on Ambae Island 1. Tender advertisement for materials supply 2.Tenders collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract for Materials Supply 9. Signing of contract with labour 10. Supervision and reporting from mobilization to demobilization	On track		Delivery of Material in Progress

				11. Supervision and reporting of all renovation works 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payment			
				61. Renovation of 7 classroom + 1 Admin building at Unmet Primary School on Malekula Island 1. Tender advertisement for materials supply 2.Tenders collection 3. Nomination of evaluation panel members 4. Evaluate tender 5. Produce evaluation report 6. Approval of evaluation report 7. Preparation of contract documents 8. Signing of contract for Materials Supply 9. Signing of contract with labour 10. Supervision and reporting from mobilization to demobilization 11. Supervision and reporting of all renovation works 12. Defects liability inspection and Report 13. Completion of defects works (if required) 14. Facilitate final payment	On track		Procurement ongoing
				62. Asset Master Plan – Construction works on MALAMPA	On track		Awaiting donor funding

				1. Lakatoro Secondary School 2. Orap Primary 3. Notre Dam De Wala 4. Vao Ilot			
				63. Asset Master Plan – Construction works on PENAMA 1. Herenhala Secondary School 2. Gamalmaua Primary 3. Latano (loltong) 4. Aligu 5. Sori Mauri	On track		Awaiting donor funding
				64. Distribution of school ration to schools 1. Confirm budget for Distribution. 2. Arrange Logistics for distribution 3. Implement distribution plan	Complete		
46. Develop and support the platform for delivering e-learning in classrooms	82AD	25. Instructional materials are accessible to teachers/trainers and	1	65. Develop and support a digital content for teachers professional learning Develop platform Upload all the resources to the platform Ensure teachers are aware of the platform	On track		The digital platform for teachers' professional learning has been successfully developed and is now awaiting content input from the ESD and CDU teams. In the

		students/le arners					meantime, other supporting educational resources have already been uploaded to the platform to provide immediate value and access to teachers.
48. Support the digitization of curricular resources/inst ructional materials	82AD	25. Instructiona l materials are accessible to teachers/tr ainers and students/le arners	1	66.Support the digitization of curricular resources/instructional materials Identify Key Resources Gather Physical Copies Choose a Digitization Method Set Quality Standards Digitize Materials Organize Digital Files	On track		Digital curricular resources have been uploaded to every MOET platforms.
51. Support the completion of the Reregistration processes	82AD	27. All teachers/tr ainers are certified and well prepared	1	67. Maintain the platform for teachers' registration Regularly Update platform Monitor Platform Performance Fix Bugs Promptly Keep Security Updated Provide User Support	On track		The IT Unit is working in collaboration with Teaching service Commission with this activity.

					Back Up Data Gather Feedback		
				1	68. Develop and support a digital platform for teachers professional learning. Identify key features and content needed for teacher development. Select or build a platform that meets these needs. Create or gather training materials, courses, and resources. Configure the platform and upload the learning content. Ensure the platform works smoothly and content is accessible. Guide teachers on how to use the platform. Offer help and address any issues users encounter. Collect feedback to improve content and platform features.	On track		The platform has been developed, and teachers have access to the learning resources to help them with Teaching and learning.
					69. Develop an online form to streamline teacher information updates and support TSC's registration verification process. Identify Requirements Select a Platform or Tool	On track		The IT Unit is collaborating with the TSC on this activity. However, progress has been delayed due to the

				Design the Form Test the Form Launch the Form Set Up a Data Management System Train TSC Staff Monitor and Provide Support Verify and Update Records Evaluate and improve			TSC's heavy involvement in addressing the ongoing teachers' strike.
63. Strengthen financial management and reporting systems. Support the upgrading of the finance module in Open VEMIS	82AB	33. A financial manageme nt system is strengthen ed and maintained	90%	70. Relevant documentation is enclosed to process all receivables for the Ministry throughout the year. All revenue is recorded and input in Smartstream; Revenue received is reported;	On track		
			90%	71. Relevant documentation is enclosed to process all payables for the Ministry throughout the year. All payments are recorded and input in Smartstream. Expenditure is reported.	On track		
			90%	72. Staff cash advances/imprest are verified and confirmed, when applying or acquitting public funds throughout the year.	On track		

				All imprest are recorded and input in Smartstream. All imprest are acquitted. Imprest awareness is conducted. Imprest is reported. Imprest discipline is carried out according to PSSRM and Finance Regulations.			
			100%	73. Support is provided to the provincial education officers. Provide financial support services to Provincial Officers. Training and mentoring of provincial officers on new financial procedures according to PFEM Regulations Order, MoET Finance Procedures and School Financial Management Manual.	On track		
			100%	74. Necessary journal entries are prepared Complete journal forms for all journals. Submit all approved journals to the Department of Finance & Treasury (DoFT). Follow up with the DoFT to ensure all journals are processed.	On track		
			100%	75. Signatories for financial authorization are identified	On track		

				Receive communication on financial signatories for the year DG, Directors and Provincial PEOs confirm signatories to respective cost centres. Approved signatories are submitted to DoFT.			
			90%	76. Financial documents are to be filed and scanned. Scanning and filing of all financial documents done daily to Finance Unit Share drive.	On track		
63.Strengthen financial management and reporting systems. Support the upgrading of the finance module in Open VEMIS	82AB	33. A financial management system is strengthened and maintained.	80%	77. Schools Finance Module upgrade - Budget Tab, School Fees Tab, Merging of School Accounts, Payments Tab, Receipts Tab, Chart of Accounts Listing, Budget Structure, Reports Review current features. Request upgrade of features. Training provided on new features. SFMM revised to incorporate new features.	On track		
			80%	78. School Grant Calculator upgrade is reported. Review current features. Request upgrade of features. Training provided on new features.	On track		

			80%	79. Support the implementation of the scholarship finance module	On track		
				Confirmation of annual scholarship master list.			
				Verify all scholarship payment requests.			
				Follow up on payment requests to confirm payment to suppliers and/or students.			
				Analysis report of scholarship budget.			
64. The implementation of regular audits and risk analyses of financial compliance. Regular review and reporting. Support the implementation of good financial management practices at all levels (central, province and	82AB	34. Proactive financial management ensuring accountability, transparency, and adherence to regulatory standards	100%.	80. Respond to financial audits	On track		
				Confirmation for an audit to be undertaken.			
				Extract financial statements from Smartstream and convert to IPSAS Cash reporting format.			
				Compile information and support documents to auditors.			
				Send audit queries to respective managers and PEOs.			
				Receive 1st draft of audit report			
				Provide response to 1st draft of audit report			
				Final audit report is received by the Ministry.			
			100%	81. Annual budget and expenditure analysis reporting	On track		

school/PSET institution)					Prepare expenditure analysis for budget 2024 implementation. Comparison of expenditure with 2023. Submit to UIS the Budget 2024 report. Submit to PSC the Budget 2024 report. Submit to DoFT the Budget 2024 report.			
				100%.	82. 2025 budget adjustments All budget movements (advances and virements) processed. Supplementary Budget is prepared and submitted to DoFT.	On track		
				100%	83. Annual Budget 2026 is prepared to be submitted to Department of Finance & Treasury. Prepare presentation for the planning & budget workshop. Planning, budgeting and reporting workshop is conducted. Annual budget 2026 is submitted.	On track		
				100%	84. Managers are informed of the budget process. Request is sent to managers to attend budget process meetings.	On track		

				100%	Carry out budget process meetings.			
				100%	85. Support to be provided to the provincial education offices. Provide financial support services to Provincial Finance Officers.	On track		Ongoing support provided, mostly virtual
				100%	Workshop undertaken on financial management	On track		Deferred for 3 provinces (Penama, Malampa & Sanma) to 2026 due to industrial action
				100%	86. Capacity building on budgeting and reporting to be carried out. Budgeting and reporting tools are developed. Training is conducted at the provincial level.	On track		
				100%	87. Cash flows to be prepared and reviewed for the Ministry Send Cash Flow Format to Activity Managers to confirm changes. Follow up with Activity Managers to confirm Cash Flow for the year. Finalize Cash Flow Report to Expenditure Analyst to update on smart stream.	On track		
				100%	88. Annual school Finance reporting	On track		

				Write to PEOs in February to inform them to ensure all schools previous year's annual financial report is completed by end of February 2024. Provide a report to Senior Management on the school's previous year's annual financial report.			
65. Support the implementation and monitoring of the procurement policy	82AB	35. Procurement policy is implemented	100%	89. Adhere to financial management practices to ensure staff compliance with the procurement policy. Finance Unit is represented in the procurement assessment panel. Confirmation of funding for procurement. Review all payment requests submitted. Report on payment requests that do not comply with policy.	On track		No staff in Procurement Unit since August 2025.
66. Support financial management training for levels (central, province and school/PSET institution)	82AB	36. Financial literacy capacity building is provided	100%	90. Training and mentoring for new Principals and school finance officers on School Financial Management Manual, Grant Code and Fee Regulation Order in all provinces. Identify schools to attend training. Carry out training in each province. Provide a report training.	On track		Defer training to 2026 due to industrial action.

			80%	91. Principals are to comply with financial procedures - School Financial Management Manual, Grant Code, Regulation Order on School Fees Identify at least 10 schools to be monitored in at least 3 provinces. Carry out monitoring in schools. Provide a report on monitoring in schools.	On track		Due to the ongoing industrial action, this has impacted on the monitoring.
			90%	92. Staff are to comply with budget process Conduct budget process training to all staff, including provincial staff. Provide training on interpretation of budget expenditure reports.	On track		
2. Support the review of the school fee regulation (Education Regulation Order)	82AB	1. School grant code is updated and implemented	80%	93. Support the review of the School Fee Regulation Order Translation of revised School Fee Regulation Order Printing of School Fee Regulation Order Distribution of School Fee Regulation Order to Schools Upload soft copy of School Fee Regulation Order to MoET website and Open VEMIS.	On track		Defer final review while waiting for Education Act review

				Implementation of School Fee Regulation Order.			
70. Support the review and implementation of the updated MoET structure	82AA	39. MoET structure is updated and finalized	100%	94. Review Finance positions in structure. Develop job descriptions for the positions. Submit to Director.	On track		Aligned with the review of the Education Act.
			90%	95. Professional development and capacity building is to be carried out for finance officers. Identify relevant training for staff to participate in. Request approval for staff to participate in training. Request budget support for the training. Provide report on staff training.	On track		
71. Strengthen project management processes	82AA	39. MoET structure is updated and finalized	100%	96. Strengthen project management processes Projects must have agreements between MoET and funding agency. Regular audit to be undertaken. Compliance with relevant government legislations.	On track		Aligned with the review of the Education Act.

73. Support the implementation and monitoring of the asset policy and Capital Works Development Plan	82AC	41. Asset policy is reviewed and implemented	1	97. Approved Asset Management Policy and implementation plan (Request assistance from VESP to support activity) Develop Asset Management Policy Develop Asset Management Policy implementation plan Consultation of Asset Management Policy and implementation plan Finalize Asset Management Policy and implementation plan Translation into French Printing Distribution	On track		Under review by VAESP
			1	98. Updated asset survey of Primary and Secondary Schools. Asset survey of primary schools upgraded under TC Pam, ARP, TC Harold and GGP funding. Asset survey of primary schools upgraded by schools. Data entry of asset survey into Open VEMIS.	Not yet started		
	82AC		1	99. Upgrade of MoET Fencing	Completed		

74. Asset management is strengthened.		41. Asset policy is reviewed and implemented		Supervision and reporting from foundation to masonry wall completion			
				Supervision and reporting from steel post installation to chain link installation completion			
				Practical completion and produce completion certificate			
				Defects liability inspection and Report			
				Completion of defects works (if required)			
				Facilitate final payments documents			
			1	100. Upgrade of MoET Car park	Not yet started		Design phase
				Preparation of tender dossier			
				Funding confirmed from DoFT			
				Tender dossier approved			
				Advertise tender			
				Collection and registration of bids submission.			
				Nomination of evaluation panel members			
				Evaluate tender			
				Produce evaluation report			
				Approval of evaluation report			
				Preparation of contract documents			

					Signing of contract			
					Supervision and reporting from mobilization to slab completion			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
				1	101. Upgrade of MoET Farea	Completed		
					Supervision and reporting farea upgrade			
					Supervision and reporting farea upgrade			
				1	102. Installation of solar and security lights at MoET central office compound	Not yet started		
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
				1	103. Renovation of TORBA PEO Office	Not yet started		
					Building inspection			
					Preparation of tender dossier			
					Funding confirmed from DoFT			
					Tender dossier approved			

					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Induction of Contractor and community.			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to 1st floor slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to finishing works			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			

				1	104. MALAMPA PEO Office	Ongoing		
					Design & Approval phase			
					Preparation of tender dossier			
					Funding confirmed from DoFT			
					Tender dossier approved			
					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Induction of Contractor and community.			
					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to 1st floor slab completion			
					Supervision and reporting from wall to ring beam completion			

					Supervision and reporting from roof installation to finishing works Practical completion and produce completion certificate Defects liability inspection and Report 20. Completion of defects works (if required) Facilitate final payments documents			
				1	105. Renovation of PEO ICT Office Building Building inspection Preparation of tender dossier Funding confirmed from DoFT Tender dossier approved Advertise tender Collection and registration of bids submission. Nomination of evaluation panel members Evaluate tender Produce evaluation report Approval of evaluation report Preparation of contract documents Signing of contract Induction of Contractor and community.	On track		Reassessment of building as scope of works will vary due to earthquake.

					Supervision and reporting from mobilization to slab completion			
					Supervision and reporting from wall to 1st floor slab completion			
					Supervision and reporting from wall to ring beam completion			
					Supervision and reporting from roof installation to finishing works			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			
				85%	106. Re-roofing of CDU building	Completed		
					Supervision and reporting from mobilization to roof demolition completion			
					Supervision and reporting from roof installation to finishing works completion			
					Practical completion and produce completion certificate			
					Defects liability inspection and Report			
					Completion of defects works (if required)			
					Facilitate final payments documents			

				1	107. Completion of SHEFA PEO Fencing Works	Not yet started		Activity deferred as per instruction by Director ESD
					Preparation of tender dossier			
					Funding confirmed from DoFT			
					Tender dossier approved			
					Advertise tender			
					Collection and registration of bids submission.			
					Nomination of evaluation panel members			
					Evaluate tender			
					Produce evaluation report			
					Approval of evaluation report			
					Preparation of contract documents			
					Signing of contract			
					Supervision and reporting from mobilization to footing completion			
					13.Supervision and reporting from foundation to masonry wall completion			
					Supervision and reporting from steel post installation to chain link installation completion			
					Practical completion and produce completion certificate			

					Defects liability inspection and Report Completion of defects works (if required) Facilitate final payments documents			
				8	108. Finalise Special Lease for land that schools and institutions are located on. Submit list of schools to be surveyed to Department of Lands for Eratap, Erakor, Mele, Noawia, Ranon, John Nobel Makenzie PS, Ulei JSS, Manua PS, Pango PS, and Hog Harbour. Request the Department of Lands Survey Unit to provide a cadester survey plan for the schools. Request Ministry of Lands to prepare Lease document.	On track		
				13	109. Land rent review for all schools with E-special lease and agreement to lease upon request Prepare request for land rent review letter and send letter to Department of Lands. Payment of land rent to school landowners - Matarisu PS, Brenwei PS, Tangovawia PS, Lowiepeng PS, Ere PS and Sangalai PS. Register in Open VEMIS.	On track		

			10	110. Provide updated list of submitted nedgotiator Certificate Applications to Department of Lands (DoL) Assist landowners to complete application form for approval by Director. Send applications to Customary Land Management Office. 3. Register in Open VEMIS.	On track		
			2	111. Training conducted to 6 Provincial Officer in the six provinces. Develop training materials. Coordinate training dates. Deliver training. 4. Monitor and report on training;	On track		
75. Support the implementation and monitoring of the IT policy	82AD	42. IT policy is reviewed and implemented	6	112. Stakeholder Engagement and Awareness Identify Key Stakeholders Outline methods for sharing policy information (meetings, emails, workshops). Clearly explain the IT policy objectives and benefits to stakeholders. Offer guidance and resources for understanding and applying the policy.	On track		Preparations are underway to conduct an awareness session on the IT Policy during the upcoming Principals' Conference. In addition, the IT team has already begun engaging with Provincial Education

					Collect stakeholder input on the policy and its implementation. Regularly check how well the policy is being followed in schools. 7. Update stakeholders on the policy's progress and any adjustments.		Officers (PEOs) to discuss and raise awareness about the policy, ensuring stakeholders at various levels are informed and involved in its implementation.
					113. Infrastructure Assessment and Planning - Internet & Schools Assessment Collect information on current internet infrastructure at each school. Identify each school's internet and technology requirements. Check current equipment, connections, and network quality. Note what upgrades or installations are needed. Develop a plan to meet each school's internet needs, including cost estimates. Rank schools by urgency and feasibility for internet upgrades. Document findings and recommended actions for approval.	Complete	Activity has been successfully completed. The data collected are uploaded into OVEMIS.

				114. Documentation and Communication	On Track		Respective officers are responsible for regularly documenting current processes and any updates or changes made.
				List all IT systems that need documentation			
				Collect details on each system (purpose, components, configurations).			
				Write clear, concise guides or manuals for each system			
				Ensure the information is accurate and complete.			
				Save the documents in a centralized, accessible location (e.g., shared file)			
76. Support the development of the education management information system and school management system	82AD	42. IT policy is reviewed and implement ed	1	119. Support the Maintenance of staff attendance system	On Track		This is an ongoing activity that ensures all terminals are connected to the government network and all records are stored on the centralize database.
				Regularly check if the attendance system is operational.			
				Address any technical problems or glitches immediately.			
				Ensure attendance records are accurate and up to date.			
				Regularly back up attendance data to avoid loss.			
				Update security measures to protect staff data.			
				Periodically test the system to ensure it is functioning properly			

				1	Assist staff with any issues related to the attendance system.			
					Record any updates or fixes made to the system.			
				1	120. Support the maintenance of eLearning google workspace	On track		MOET standard Google workspace has been supported and is in healthy stage.
					Regularly check for any issues with services like Gmail, Google Drive, and Google Classroom.			
					Resolve any technical problems or disruptions in the system.			
					Ensure that staff and students have the correct permissions to use eLearning tools.			
					Regularly back up important data from Google Drive and other tools.			
					Add, update, or remove user accounts as needed.			
					Assist users with login issues or tool-related questions.			
					Check that all tools (e.g., Google Classroom, Meet) are functioning as expected.			
					Record any updates or fixes made to Google Workspace services.			

				12	121. First & Second Preventive maintenance is performed for provincial education offices.	On Track		First Preventive for Sanma, Shefa and Torba has been completed. Now Preparation for Malampa, Penama & Tafea Province.
					Set a date for the first and second preventive maintenance for each office.			
					Inform staff at provincial education offices about the scheduled maintenance.			
					Check all IT equipment and systems for issues or wear (computers, network, servers).			
					Physically clean equipment (dust, cables, etc.) to prevent overheating or damage.			
					Apply necessary software updates and patches to systems.			
					Verify that all critical data is backed up properly.			
					Run tests to ensure all systems are working optimally.			
					Record any issues found during maintenance and actions taken.			
					Inform relevant staff when the maintenance is complete and share findings.			
				1	122. Provide helpdesk support to MOET, PEO Staff, School teachers & develop dashboard for tracking and reporting for ticketing system	On track		This is an ongoing task that IT Unit is proving to the MOET, PEO's and Schools.

					Configure the helpdesk software to manage tickets for MOET, PEO staff, and teachers. Define categories for common issues (IT problems, access requests). Assign helpdesk team members to handle incoming tickets. Educate MOET, PEO staff, and teachers on how to submit tickets. Regularly check for new tickets and prioritize urgent ones. Address and close tickets based on priority and complexity. Create a dashboard to track ticket status, response time, and resolutions. Set up automated reports on ticket trends and system performance. Regularly analyse ticket data to improve the helpdesk process. Continue assisting users with their technical issues as they arise.			
				1	123. Maintained Network File Drive for each Units in MoET. Review the existing file organization for each unit.	Ontrack		This is an ongoing activity to maintain the MOET staff shared drive. While there have been some challenges due

					Set up a folder structure for each unit (Admin, IT, Curriculum). Define access rights for each unit and staff (read, write, delete). Implement regular backup procedures to prevent data loss. Check the file drive's storage regularly and free up space when needed. Ensure all files are current and remove outdated or unnecessary files. Assist users with file access issues or technical problems. Ensure the file drive is secure and protected from unauthorized access. Conduct periodic checks to ensure file organization and permissions are up to date.		to OGCIO network policies, the IT team is actively working with OGCIO to resolve these issues.
			4		124. Existing IT Technical and user documentations are reviewed and updated. List all technical and user documentation to be reviewed. Categorize the documents (network setup, system manuals, user guides). Verify that all information is current and technically correct.	On Track	To ensure the sustainability of systems, IT officers are encouraged and actively engaged in documenting existing systems and any changes made.

					Ensure the language is clear and easy for users to understand. Revise any outdated or incomplete content. Ensure documentation follows organizational standards and policies Confirm that documents are easy to access for the relevant users. Seek input from users and technical staff for improvements. Record any revisions made to the documentation. Finalize updates and share the revised documents with relevant stakeholders.			
				1	125. Government Broadband Network (GBN) connectivity is 98% operational and accessible to staff at MoET central offices and the six provincial education offices throughout the year. Review current GBN performance and identify any issues affecting connectivity. Define specific targets for 98% network uptime and accessibility.	On Track		Ongoing activity that MOET IT and OGCIO are collaborating to carry out to ensure connectivity is 100% operational.

					Implement tools to monitor the GBN's status across all offices, including central and provincial locations.			
					Resolve any technical problems or outages affecting network performance.			
					If necessary, upgrade equipment or bandwidth to meet performance targets.			
					Conduct regular testing of the GBN in all offices to ensure consistent access.			
					Offer training or assistance to staff for troubleshooting connectivity issues.			
					Implement backup connectivity solutions for any network downtime.			
					Regularly report on network performance and review with relevant stakeholders.			
					Record any upgrades, changes, or resolutions to maintain a high level of network performance.			
					Set up continuous monitoring to maintain 98% uptime and accessibility throughout the year.			
				1	126. Support and maintenance provided to keep government email service 98% online and accessible to MoET staffs and PEO's at all times	On Track		Ongoing activity that MOET IT and OGCIO are collaborating to carry out to ensure government emails is

					Establish a direct communication line with OGCIO to stay informed on any scheduled maintenance, potential issues, or updates regarding the government email system. Monitor Connectivity for MoET Users Provide Quick-Response User Support Identify Common Email Issues and Document Solutions Conduct Routine Training and Awareness Sessions Escalate Technical Issues to OGCIO Track email service uptime statistics regularly Prepare monthly reports on email service uptime, support activities, and any major incidents			100% accessible by education staff.
				1	127. Support and maintenance provided to keep government VoIP service 98% online and accessible to users at all times Continuously monitor the VoIP service for performance and availability. Receive and record any system outages or performance issues quickly Address technical issues promptly to restore service.	On Track		Ongoing activity that MOET IT and OGCIO are collaborating to carry out to ensure MOET VoIP are operational.

				Escalate VoIP issues beyond control to the OGCIO team.			
				Have backup VoIP handset systems to install for users with VoIP issue			
				Keep VoIP software and firmware up to date to avoid security vulnerabilities			
				Offer support for users experiencing issues with the VoIP service.			
				Keep records of uptime and downtime, ensuring the system stays at or above 98% availability.			
				Regularly report system performance and improvements to stakeholders.			
75. Support the implementation and monitoring of the IT policy	82AD	42. IT policy is reviewed and implemented		128. ICT Disaster Recovery Policy is implemented and monitor Ensure the ICT Disaster Recovery Policy is up to date and aligned with organizational needs. Identify key personnel responsible for disaster recovery tasks. Implement and test backup solutions for critical data and systems. Create clear recovery procedures for various disaster scenarios.	Complete		Recovery Policy has been completed.

				Inform all relevant staff about the disaster recovery policy and their roles.

Provide training to staff on disaster recovery procedures and tools.

Perform regular disaster recovery drills to ensure readiness.

Continuously monitor critical systems to identify vulnerabilities or risks.

Regularly update the recovery plan based on lessons learned from tests or real incidents.

Monitor the effectiveness of the policy and report performance to stakeholders regularly. | | | |
| **77. Support the implementation and monitoring of the MoET Finance Policy, MoET Finance Manual and Schools Financial Management Manual** | 82AB | 43. Finance Policy is developed and implemented | 100% | 129. Implement MoET Finance Policy

Awareness on the MoET Finance Policy.

Implementation of the MoET Finance Policy.

Monitoring on compliance of the MoET Finance Policy. | On track | | |

3. Support the implementation of the Schools Financial Management Manual	82AB	43. Finance Policy is developed and implemented	100%	130. Review school financial management manual (SFMM). Revise current SFMM. Translate SFMM. Printing of SFMM. Distribution of SFMM to schools. Training of SFMM to schools. Upload soft copy of SFMM to MoET website and Open VEMIS. Implementation of SFMM.	Deferred		School finance officer resigned and transferred to Department of Finance & Treasury, thus will delay review of SFMM. SFMM trainings will take place using current SFMM.
80. Review the implementation of MoET Structure at the provincial level and the provincial office structure.	82AB	46. Provincial Office structure is implemented with job description	80%	131. Implement revised structure Review current structure. Identify gaps analysis to implement activities. Develop job descriptions for positions. Approval of new structure. Implement new structure.	On track		Aligned with review of structure
81. Support Capacity building to provincial offices.	82AB	47. Provincial Management of schools/PSE	80%	132. Support capacity building to provincial offices. Assess Training Needs Set clear goals for the training	Where did this activity come from?	Supposed to be for PSET directorate	

		T institutions Strengthened		Develop Training Materials Schedule Training Sessions Deliver the training to staff, focusing on hands-on practice and interactive learning. Collect Feedback			
81. Support Capacity building to provincial offices.	82AD	47. Provincial Management of schools/PSET institutions Strengthened	6	133. Digital Literacy Training for MOET Office Staff Assess Training Needs Set clear goals for the training Develop Training Materials Schedule Training Sessions Deliver the training to staff, focusing on hands-on practice and interactive learning. Collect Feedback	On Track		Training on the use of One drive to move all the staff date to online and Basic Microsoft Applications for MOET Staff.
			6	134. Digital Literacy Training for selected schools' teachers Assess Training Needs Set clear goals for the training Develop Training Materials Schedule Training Sessions Deliver the training to staff, focusing on hands-on practice and interactive learning.	On Track		Planning is ongoing, and approval has been received from the ESD Director to begin training for teachers in Shefa Schools.

				Collect Feedback Monitor Progress			
82. Support the implementation and monitoring of the OV assessment recommendations (Maturity Model - Assessment)	82AD	48. Open VEMIS management structure is approved	5	135. Based on priority list from UNESCO Lease with PPD on the report from UNESCO Discuss the prioritise task that need to be address Send inputs to PPD on the priority list to PPD Follow up for final report from UNESCO	On Track		Priority list has been amended and awaiting PPD to finalized
83. Support the implementation and monitoring of OV policy	82AD	48. Open VEMIS management structure is approved	5	136. Based on Priority list from PPD Review Priority List from Policy & Planning Align with PPD Team on Objectives Develop an Implementation Schedule Prepare VEMIS System Updates work on the priority list Provide progress report provide final report Provide Demo to the PPD and director	On Track		Priority list has been amended and awaiting PPD to finalized
	82AB		100%	137. Draft 2026 Business Plan.	On track		

87. Support capacity building for planning, reflection, and timely reporting		51. Improving Planning and Implementation at the MoET		Meet with Managers to confirm key activities of the Business Plan 2026. Managers to complete the Business Plan Template (Output or Service Target, Target s, Action / Tasks (PSC 10.2 Form), Action completion date, Comment & Risks). Submit draft Directorate of Finance and Administration Business Plan 2026 to Policy and Planning.			
			100%	138. Business Plan 2026 to be Approved. Meet with Managers to finalize Business Plan 2026. Director meets with all staff to familiarize staff with Business Plan 2026. Submit Final Business Plan 2026 to Policy and Planning.	On track		
			100%	139. Reporting on the Business Plan 2025. Meet with Managers to report on activities of the Business Plan 2025. Managers to complete their respective sections and submit report to Director. Director to review and complete report and submit report to Policy and Planning.	On track		
			100%	140. Staff Performance Review Appraisal	On track		

					Meet with Managers to review the Work Development (Performance) Plan 2025.			
					Director, Managers and staff review their Work Development (Performance) Plan 2025.			
					Submit Work Development (Performance) Plan 2025 to HR Unit.			
				12	141. Monthly report is provided Meet with seniors to prepare their monthly progress reports.	On track		
				4	142. Quarterly report is provided Managers to prepare their quarterly reports. Submit quarterly reports to Director. Director submits quarterly reports to PPU.	On track		
				1	143. Timely processing of official calls. Process official calls to relevant Executive Secretaries. Process official calls to relevant staff in the absence of Executive Secretaries. Process outward calls for staff. Inform staff of unsuccessful outward calls.	On track		

				1	144. Greeting and timely processing of official appointments.	On track		
					Direct clients to relevant Executive Secretaries after greeting.			
					Conduct Executive Secretaries to meet clients at the reception area.			
					Process outward calls for staff.			
					Inform staff of unsuccessful outward calls.			
				1	145. Official appoints are confirmed.	On track		
					Official appoints are confirmed with Directors, Managers, Senior Officers and Officers through email appointment schedule or phone call or in person.			
				1	146. Manage mail logbook and vehicle booking book	On track		
					Arrange with driver to deliver outward mails and collect inward mails.			
					Arrange with driver to deliver outward mails and collect inward mails.			
					Maintain a booking system of all vehicles' runs			
					Arrange with driver to deliver outward mails and collect inward mails.			

					Arrange with driver to deliver outward mails and collect inward mails. Maintain a booking system of all vehicles' runs.		
				1	147. All Finance and Administration documents, correspondences, memos, circulars and letters are recorded, scanned and filed. All Finance and Administration documents, correspondences, memos, circulars and letters are scanned and filed throughout the year. All Finance and Administration staff personal file are updated. All Finance and Administration staff leaves are approved and submitted to Human Resource Unit. All meeting minutes of Finance and Administration Directorate are recorded and circulated to al staff.	On track	
				1	148. All MoET Central Headquarter Offices are tidy and clean. Develop cleaning Roster for Cleaners for each quarter.	On track	

					Cleaning of offices in accordance with Cleaning Roster. Beautification of offices. Washing of curtains and clothing. Develop Cleaning Roster for Grounds man for each quarter. Cleaning of premises in accordance with Cleaning Roster. Beautification of MoET premises. Re-stocking of cleaning supplies.		
				1	149. MoET Central Headquarter Lawn and flower beds are trimmed, neat and clean. Develop Cleaning Roster for Grounds man for each quarter. Cleaning of premises in accordance with Cleaning Roster. Beautification of MoET premises. Re-stocking of cleaning equipment and supplies Assist cleaning of vehicles.	On track	
				1	150. All MoET Vehicles are allocated and communicated to Director General and Directors.	On track	We are encountering issues but managing them – Inspection for 2026 roadworthy

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					Circulate letter on allocation of MoET vehicles and their drivers.			starts in November 2025
					Establish vehicle logbooks for all MoET vehicles.			
					Assist Secretary with vehicle bookings for all MoET vehicle.			
					Conduct monthly check on keeping of vehicle logbook and vehicle booking book.			
					Establish a record of drivers and eligible drivers' licences.			
					Driving services is provided professionally and timely.			
					Daily check on vehicles before daily runs.			
					Check on all drivers and eligible drivers on valid driver's license.			
					Timely reporting of vehicle accidents.			
				1	151. All MoET Vehicles are Schedule for servicing and maintenance.	On track		
					Confirm Service booking with service provider.			
					Raise PO with Finance.			
					Delivery LPO once service is provided.			
					Create vehicle maintenance checklist.			

				1	152. All MoET Vehicles are washed and cleaned. Arrange cleaning with Staff or Cleaning services. Ensure cleaning is undertaken.	On track		
				1	153. All MoET Vehicles have a logbook that is completed daily Update list of MoET vehicles Order Vehicle logbooks Distribute logbook to each vehicle Driver to maintain and manage logbook.	On track		
				1	154. All MoET Vehicles have a booking book with the secretaries or allocated Officer Purchase logbooks for each vehicle. Distribute booking books to each secretary. Secretary to monitor logbook.	On track		
				1	155. All MoET Vehicles are inspected for annual roadworthy certification Update List of MoET vehicles submit listing to PWD Liaise with PWD to confirm bookings	On track		

					Vehicles go through inspection and roadworthy stickers certified Vehicles that do not meet roadworthy requirement will be repaired.			
				1	156. All MoET Vehicles use after Official hours applied for in the prescribe PSC form and approved MoET Director, Director General and PSC Secretary General. Request received from Officer PSC after hours form is filled Director sign/approved form Director General sign/approved form Submit Vehicle after hours form to PSC.	On track		
				1	157. All MoET Vehicles are monitored through GPS Tracking Liaise with PSC to install new GPS monitoring system on new vehicles. Check to ensure GPS on vehicles are working Provide GPS Monthly report on vehicles.	On track		
				1	158. All MoET Vehicles that are involved in accidents are reported as per PSC Manual. Request driving license note to all drivers with each Directorate.	On track		

				Collect and confirm details of license.			
				Combine list and submit MoET driving list to PSC.			
			1	159. All MoET vehicles are driven by authorise Drivers or Officers who have valid driving license	On track		
				Request Driving License note to all drivers with each Directorate.			
				Collect and confirm details of Licenses.			
				Combine list and submit MoET driving list to PSC.			
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	82AB	53. Improve MoET partners and stakeholder Coordination	100%	160. Regular meetings with development partners. Attend meetings with development partners. Implement recommendations from meetings.	On track		
89. Review and	82AD	53. Improve MoET	1	161. Work with Commonwealth of Learning on MOET SharePoint	On Track		Due to the human Resources constraint,

implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination		partners and stakeholder Coordination		Assess the current progress of the SharePoint project, including what has been developed and what remains to be done. Define Remaining Tasks Schedule a meeting with COL to discuss collaboration and finalizing the project. Clarify Requirements Define the roles and responsibilities of both MoET and COL teams for the remaining work. Develop Content and Features Conduct thorough testing to ensure the site is functioning as expected and all features are working. Provide training for MoET staff on how to use the completed SharePoint site. Offer ongoing support for any technical issues or updates that arise after launch Monitor usage and performance, and make any necessary improvements based on feedback.			Request has been made for COL to assist with Human Resources.
			1	162. Work with Commonwealth of Learning on School Moodle Development Establish Contact Define Project Scope	On Track		Request has been made for Specialize training for administrator Moodle setup,

					Identify Stakeholders (schools) Work with COL to identify the technical and educational requirements for the Moodle platform. Collaborate to design the Moodle course structure, including user roles, content, and features. Develop or gather digital learning resources to be hosted on the Moodle platform. Customize Moodle Test the Moodle platform for functionality, user experience, and performance.			Configure and Managed.
				1	163. MoET agreement with ISP providers (Vodafone & Digicel) to keep Open Educational websites zero-rated on their network is maintained. Review Existing Agreements Identify Relevant Websites Communicate with ISPs Monitor Website Access Address arising Issues Renew Agreements Record Changes	Complete		Agreement has been established

				Report to Stakeholders			
				Evaluate Performance			
				Review Contracts Annually			

3.4 Policy and Planning Directorate

Department	830						
Program	**Activity Code**	**Service Target**	**Target**	**Action**	**Progress** *(on track, complete or behind schedules)*	**If behind schedules, What is the challenges encounter**	**Way forward /General comment's**
16. Implement and monitor compliance checklist for Education Authorities	83AA	Education Authorities workshop conducted to review the terms of the Partnership Agreement and introduce a compliance checklist	Conduct 1 workshop by March	1. Establish meeting date. 2. Prepare logistical arrangements. 3. Conduct workshop and disseminate compliance checklist 4. Prepare and submit workshop report	Behind Schedule	Meeting rescheduled pending the review of the Education Act and the EASR Policy review.	1. Finalize drafting instructions for Education Act Amendment Bill 2. Finalize EASR Policy
	83AA	Assessment of Education Authorities conducted using compliance checklist	Conduct 33 EA Assessments by December	1. Conduct Q1 EA Assessment 2. Conduct Q2 EA Assessment 3. Conduct Q3 EA Assessment 4. Conduct Mid Q4 5. Submit report to Director	Behind Schedule	Meeting rescheduled pending the review of the Education Act and the EASR Policy review.	1. Finalize drafting instructions for Education Act Amendment Bill 2. Finalize EASR Policy – compliance checklist annexed
	83AA	Partnership Agreement between MoET and EAs is renewed and signed	Renew and coordinate signing of 11 EA MoUs by December	1. Draft MOUs 2. Review and finalize draft MOUs 3. Facilitate logistics for signing ceremony 4. Coordinate signing ceremony	Behind Schedule	Signing ceremony rescheduled pending the review of the Education Act and the EASR Policy review.	1. Finalize drafting instructions for Education Act Amendment Bill 2. Finalize EASR Policy – MOUs annexed

70. Support the review and implementation of the updated MoET structure	83AA	PPD Structure reviewed	Review of PPD structure by March	1. Prepare PPD structure roles, functions, JD and diagram with PPD team 2. Conduct consultation with other Directorates 3. Submit proposed Review PPD structure to DG			
69. Implementation of legislations and Acts	83AA	Education legislations and regulations reviewed	Prepare 1 drafting instructions and 1 regulation order	1. Follow up with the Attorney General's Office on the drafting of Education and Training Bill 2. Prepare drafting instructions for the Regulation Order 3. Conduct consultation on the draft of the Regulation Order 4. Submit the drafting instructions of the Education Regulation Order to the Attorney General 5. Follow up with the Attorney General's Office on the drafting of Education Regulation Order.	On Track		TA to Finalized drafting instructions prior to the drafting of the bill.
	83AA	Teaching Service Act Amended	Prepare 1 drafting instruction	1. Prepare drafting instructions for Teaching Service Act Amendment 2. Submit drafting instructions for Teaching Service Act Amendment to OAG for review. 3. Follow up with the Attorney General's Office on the	Complete	Drafting instructions Complete Bill Drafted Bill Passed in Parliament	

				drafting of Teaching Service Act Amendment.			
	83AA	Vanuatu Qualifications Authority Act Amended	Prepare 1 drafting instruction	1. Prepare drafting Instructions for VQA Act Amendment 2. Submit drafting instructions for VQA Act Amendment to OAG for review 3. Follow up with the Attorney General's Office on the drafting of VQA	On Track		TA to Finalized drafting instructions prior to the drafting of the bill.
87. Support capacity building for planning, reflection, and timely reporting	83AA	PPD 2026 Business Plan and Budget (1st Draft) compiled and produced	Compile and Produce 1 First Draft of the PPD 2026 BP and Budget by May	1. Liaise with PPU Planning Team to arrange meeting to complete PPD 2026 Business Plan (1st draft) and Budget 2. Complete PPD 2026 Business Plan (1st draft) and Budget	1. Complete 2. Complete		1st Draft of the 2026 Business Plan will be completed in May 2025.
	83AA	PPD 2026 Business Plan and Budget is finalized	Finalize draft of the PPD 2026 BP and Budget by November	1. Liaise with PPU Planning Team to arrange meeting to finalize PPD 2026 Draft Business Plan and Budget 2. Complete PPD 2026 Business Plan	1. On track 2. On track		The activity is scheduled to be completed in November 2025.
4. Manage school/PSET registration processes	83AB	School assessment conducted and report(s) delivered.	Conduct and deliver 10 school assessment reports by December	1. To record incoming education authority, school establishment, and registration applications 2. To conduct onsite assessments to verify the application. 3. To produce assessment reports 4. To present assessments reports at the registration committee meeting	1. On track 2. On track 3. On track 4. On track 5. On track		

				5. To communicate the recommended meeting outcomes to the authority.			
	83AB	Education Authority and School Registration Policy approved	Approve 1 policy by August	1. Education Authority and School Registration Policy approved. 2. Issue School Registration Certificates to registered schools. 3. Conduct awareness on the reviewed Education Authority and School Registration Policy within the six (6) provinces	1. On track 2. On track 3. On track		
	83AB	School Register produced	2024 School Register produced by June	1. To produce school register for 2024	On track		
5. Updated School/PSET institution Maps	83AB	School profiles in Open VEMIS updated	Update school profiles by June	1. Verify location of existing schools 2. To collect missing GPS data and Area Councils for existing schools. 3. To update all GPS details and Area Council Information's for existing schools in Open VEMIS	1. On track 2. On track 3.. On track	1-2. Reprioritize other activities over this activity.	The original due date remains unchanged, and I will continue to prioritize efforts to ensure this activity is completed on time.
	83AB	School Mapping report produced	Produce 1 School Map report by July	1. To produce a mapping report	Behind Schedule		Differed to 2026
	83AB	School registration status updated in OV	Update registration status of registered schools by June	1. School assessment reports deliberated, and the status updated in OV	On track		

72. Support the review of policies & guidelines	83AB	Provide Quarterly Policy Updates	Update 4 quarterly policy updates by December	1. To disseminate Q1 Policy Update 2. To disseminate Q2 Policy Update 3. To disseminate Q3 Policy Update 4. To disseminate Q4 Policy Update	Behind Schedule	Reprioritization of activities over this one.	
	83AB	Update MoET Policy Register	Update the MoET Policy Register by December	1. Update Policy Register using the MOET Quarterly Policy Updates as well as information from other sources	On Track	Ongoing Activity	
	83AB	Provide Technical Support	Provide support for development/review of MoET policies by December	1. To provide technical guidance on policy work with assistance from Policy Development Guide 2022-2025 and EQAP Policy Development Toolkit	On Track	Ongoing Activity	
71. Strengthen project management processes	83AB	Project Guideline reviewed	Review 1 project guideline by December	1. To do research for pre-writing 2. Plan and outline 3. Write a first draft 4. Disseminate and revise the guideline 5. Finalize and approve the reviewed guideline	1- On track 2- On track 3- Not yet started 4- Behind schedule 6. Behind schedule		
	83AB	Project proposals submitted to DSPPAC	Submit 20 project proposals to DSPPAC by December	1. Project officer to develop and coordinate project proposal. 2. To submit the project proposals to DSPPAC 3. To coordinate related queries of project proposal	1- On track 2- On track 3- On track		

	83AB	Project implementation status (matrix) updated and circulated to inform the Senior Management Team and activity managers of the progress.	Update and circulate 4 project implementation status reports by December	1. The project Officer liaises with project implementation managers to obtain updated information on the status of each project. 2. To conduct infrastructure project site visits 3. To update the status of project implementation on the project matrix 4. To inform senior management on the progress of project implementation through the circulation of the matrix	1- On track 2- On track 3- On track 4- On track		
	83AB	Project information is organized in a central database	Establish a project information database by December	1. To gather and centralize all project information from other units, including LPOs, MOUs, and MOAs.	On track		
87. Support capacity building for planning, reflection and timely reporting	83AB	Needs Analysis exercise for planning support conducted with MoET Central and Provincial Education Officers	Conduct training needs analysis exercise by August	1. To schedule a date 2. Inform MoET Central and Provincial officers about the exercise 3. Prepare tools, formal notes and program for the exercise 4. Conduct planning support needs analysis exercise 5. Produce a report	1. On track 2. On track 3. On track 4. Behind schedule 5. Behind schedule		
	83AB	MoET 2026 Business Plan (1st draft) compiled and produced	Produce 1 first Draft of the MoET 2026 BP by May	1. PPU Planning team to send out required PSC planning templates to all directorates for coordination and completion. 2. Planning team to liaise with each directorate and support them to	1. Complete 2. Complete 3. Complete Complete		1st Draft is completed and shared with SMT on 4th June

				3. To check inputs received from each Directorates. 4. To compile & produce the first draft of the 2026 Business Plan	complete their 2026 Business Plan		
	83AB	MoET 2026 budget narrative compiled and produced	Produce MoET Budget Narrative report by May	1. PPU Planning team to check and edit the formulation of outputs/service targets for each directorate Business Plans 2. PPU Planning team to compile and produce the 2026 budget narrative	1. Complete 2. Complete		MoET 2026 Budget Narrative has been produced and finalised.
	83AB	MoET 2026 Business Plan is approved and disseminated	Finalize draft of the MoET 2026 BP by November	1. PPU Planning team to send reminder emails to all Directorates and managers for finalizing the 2026 MoET BP 2. To liaise with each directorate to receive any changes to the drafts of the BP. 3. To compile and finalize the 2026 MoET Business Plan for approval by the DG. 4. To disseminate the finalize copy of MoET 2026 BP	1. On track 2. On track 3. On track 4. On track		An email has been sent out to SMT and Senior Managers, including TSC & VQA, to remind them to review their draft 2026 BP and to submit their final draft BP to PPU before 15TH November A follow-up reminder email will be sent again at the end of November.3
88. Support M&E guideline development and implementation	83AB	Baseline study report for all indicators in the CP Results Framework has	Produce and disseminate Baseline Study	1. Pilot of Baseline tools and finalised	1. Behind schedule	Staff shortfall Teacher strike Staff turnover Staff transfer	To be carried over to next year plan.

		been produced and disseminated	report by December	2. Training of the national Baseline coordinator 3. Training of the Provincial coordinator 4. Baseline data collection 5. Baseline data validation analyses 6. Baseline report writeup 7. Baseline data Disseminated	2. Behind schedule 3. Behind schedule 4. Behind schedule 5. Behind schedule 6. Behind schedule 7. Behind schedule		
	83AB	Monitoring and Evaluation Plan is developed	Plan is finalized and circulated by December	1. To finalize the baseline data 2. To circulate the draft plan 3. To finalize and approved the plan	1. Behind schedule 2. Behind schedule 3. Behind schedule	Baseline study needs to be carried out first before developing the MoET M&E Plan.	To be carried over to next year plan
	83AB	Improving M&E at central and provincial level	Develop 1 M&E guideline for MoET by December	1. PPU will establish an M&E working group to provide oversight and advice on the development of the M&E guideline, including members from MoET and education partners 2. PPU will lead consultation with directors, activity managers, provincial staff, and education partners including VESP, GPE and UNICEF to determine the contents and approach of the M&E guideline	Behind schedule	Officer transferred from Office	

				3. PPU will develop the M&E guideline with technical support from VESP 4. PPU will socialise the M&E guideline in the provinces 5. MoET SMT will provide feedback and PPU will finalise the M&E guideline with support from VESP's M&E team 6. M&E working group to conduct an induction for the MoET M&E monitoring & Evaluation (M&E) plan to PPD.			
	83AB	2024 Annual report produced and submitted	Produce and submit 1 annual report by March	1. M&E team to liaise with the relevant units under each directorate to obtain the information to be included in the report, that is required from them. 2. M&E officer to compile inputs from the unit and circulate a draft for comments. 3. M&E officer to send out the finalized copy of the annual report to the Senior Management Team for approval.	1. Complete 2. Complete Complete		2024 Annual report is completed and submitted on the 31st of March 2025
	83AB	Quarterly progress reports produced and circulated	Produce and circulate 4 quarterly progress reports by the	1. Remind each directorate and activity manager of the submission dateline and requirements of the progress reports.	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track		Quarter 1 report completed Quarter 3 report in progress expect delay due to submissions

			beginning of each quarter	2. To send progress reporting templates to all directorates & activity managers 3. To check inputs received from other directorates and compile the report. 4. To circulate compiled draft for comments 5. To finalize the report for approval			delays from other department.
	83AB	General M&E support provided to GPE, VESP, and other programs	Provide general M&E support to GPE, VESP and other programs by December	1. To collaborate with the VESP M&E team on the dissemination or communication of the master M&E plan base on the current corporate plan. 2. To participate (undertake) in monitoring activities in needy areas. 3. To assist with the production of the M&E reporting. 4. To provide M&E technical support to programs implemented in partnership with MoET. 5. To develop M&E VANSTA implementation Plan and monitoring report			
	83AB	MoET Planning and Reflection workshop conducted	Conduct 1 learning and reflection workshop by November	1. To prepare a desk review 2. To prepare lessons learned materials. 3. To identify participant 4. To prepare logistical arrangements 5. To facilitate the Learning and Reflection workshop			

23. Support the implementation of recovery activities for affected schools/institutions	83AC	14. Digitize data collection tools	1	*1. Maintain assessment forms in kobo.* 1. Review Current Forms 2. Identify Updates Needed 3. Edit Forms 4. Upload to kobo 5. Notify Schools & PEO's 6. Verify Access	7. On Track 8. On Track 9. On Track 10. On Track 11. On Track On Track		
			1	*17. Develop & ensure assessment reports are accessible on OVEMIS* 1. Gather Report Requirements 2. Create or Update Reports 3. Upload to Open VEMIS 4. Set Access Permissions 5. Test Accessibility 6. Notify Schools 7. Monitor and Support	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track 6. On Track 7. On Track		
74. Support the development of the education management information system	83AC	42. IT policy is reviewed and implemented	1	*115. Provide support, maintain the EMIS, and ensure its accessibility* 1. Regularly check the system's uptime and performance. 2. Address any technical problems or system errors. 3. Ensure accurate and up-to-date information is in the system. 4. Implement security measures to protect data 5. Regularly back up system data to prevent loss. 6. Provide training for staff on using the system.	1. On Track 2. On Track 3. Behind Schedule 4. On Track 5. On Track 6. Behind Schedule 7. On Track 8. On Track 9. On Track		

				7. Offer technical support to resolve user issues. 8. Periodically check the system for errors or inefficiencies. 9. Verify that the system is accessible to always authorized users.		
			1	*116. Support the Maintenance of assessment systems (PacSIMS, VANSTA & 4D)* 1. Check if PacSIMS, VANSTA, and 4D are working smoothly 2. Resolve any errors or technical problems in the systems. 3. Ensure the latest assessment data is entered correctly. 4. Regularly back up all system data to prevent loss. 5. Assist users with any system-related issues. 6. Apply software updates or patches as needed. 7. Regularly test the systems to ensure they function correctly. 8. Record any updates or fixes made to the systems.	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track 6. On Track 7. On Track 8. On Track	
			1	*117. Support the Maintenance of Scholarship Information System* 1. Regularly check if the system is running smoothly.	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track	

					2. Resolve any technical problems or errors promptly. 3. Ensure scholarship information is current and accurate. 4. Perform regular backups to secure data. 5. Assist users with any system-related questions or problems. 6. Apply any necessary software updates or patches. 7. Regularly test the system to ensure it is functioning properly. 8. Keep a record of updates and fixes made to the system.	6. On Track 7. On Track 8. On Track		
				1	*118. Support the Maintenance of MOET website & Intranet* 1. Regularly check for uptime and functionality. 2. Resolve any bugs or technical problems that arise. 3. Ensure all information on the website and intranet is current. 4. Perform regular backups of website and intranet data. 5. Implement and update security measures to protect the systems. 6. Test website and intranet features for proper performance.	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track 6. On Track 7. On Track 8. On Track		Recommendation for upgrade website to a new platform to encourage content management

				7. Assist staff with any access or content-related issues. 8. Keep track of all updates, changes, and fixes made.			
82. Support the implementation and monitoring of the OV assessment recommendations (Maturity model assessment)	83AC	Develop the Implementation plan based on OV maturity model assessment	Approve the implementation Plan	1. Develop the implementation Plan based assessment conducted by UNESCO 2. Consultation and finalisation of OV implementation plan	1. On Track 2. On Track		
	83AC	OV (Maturity model assessment) Plan Implemented)	Implement and coordinate the activities highlighted in OV development plan	1. Implement assigned activities in OV development plan 2. Assist respective units towards the implementation of activities highlighted in OV implementation plan	1. On Track 2. On Track		
83. Support the Implementation and monitoring of OV Policy	83AC	OV Policy approved	Finalize OV Policy	1. Consultations conducted at Provincial level 2. Finalised and approval of the Policy	1. Completed 2. On track		Consultation completed
	83AC	School data are entered, confirmed, and finalized for official used	School data submitted according to school census process and timeframe	1. To provide training support to the principals 2. Follow to ensure school data is updated according to the school census timeframe. 3. Conduct data quality checks in OV and confirm data for official use.	1. Completed 2. Completed 3. Completed		2025 data confirmed for use
	83AC	Published the MoET Statistical table report for 2024	Approve and publish 1 Statistical Report by July	1. To extract data from OV for tabulation and compilation 2. To circulate the draft for feedback/comments	1. Completed 2. Completed 3. Completed		2024 MoET Statistica Report already published

				3. To produce, finalize, and published the report.			
	83AC	The 2024 National Education Fact Sheet verified and approved. The 2024 Provincial Education Fact Sheet verified and approved	Verify and approve 1 National Factsheet and 1 Provincial Education Factsheet by December	1. To verify that the data on the Draft National and Provincial Education Factsheets is consistent with the data approved and published in the 2024 Statistical Report 2. To provide feedback to VESP 3. To sign and approve the National and Provincial Education Factsheets.	1. On Track 2. On track 3. On track		This task is supported and coordinated by VAESP, but we are experiencing delay due to changes in the coordinating role.
	83AC	Perform a desktop review of all Education Indicators at the National, Regional, and international levels.	Perform desktop review for all education indicators by March	1. To map & compile all national regional and international education indicators	Complete		
	83AC	2023 Statistical Digest report is produced, approved, and published	Produce, approve, and publish 1 Statistical Digest report by December	1. To compile data 2. To analyse data and indicators analyse data and indicators. 3. To disseminate draft for comments 4. To finalize and approve the report	1. On track 2. On track 3. On track 4. On track	I do not have control over the Task busy schedule, and we meet only when he is available	Training to learn how to calculate all indicators in digest to submit and publish digest on time
	83AC	2024 Statistical Digest report produced, approved, and published	Produce, approve, and publish 1 Statistical Digest report by December	1. To compile data 2. To analyse data and indicators. 3. To disseminate draft for comments 4. To finalize and approve the report	1. Behind Schedule 2. Behind Schedule 3. Behind Schedule 4. Behind Schedule	I do not have control over the Tas busy schedule, and we meet only when he is available	Training to learn how to calculate all indicators in digest to submit and publish digest on time

	83AC	The UIS Questionnaire is completed and submitted	Complete and submit the 2024 UIS questionnaires	1. To compile the approved enrolment data for 2024 into UIS Questionnaire 2024 2. To submit to UNESCO, DG's Office, and MoET UNESCO focal point for data validation 3. To finalize and submit the UIS questionnaire to UNESCO	1. Complete 2. Complete 3. Complete		
72. Support the review of policies & guidelines	83AD	Review the Research Approval Guide and Policy	To produce 1 study research report by March	1. Review Research Approval Guide and share with PPD team for input. 2. Incorporate Feedback and submit Guide/Policy to SMT for approval. 3. Disseminate Approved Research Guide/Policy to MoET and partners.	1. Behind schedule 2. Behind schedule 3. Behind schedule	Research Officer on study leave	Differ to 2026y
	83AD	All submitted reports are facilitated	To facilitate approval of research approvals by December	1. Received research proposals 2. Conduct initial screening by PPD 3. Submit to relevant Director for screening and Approval 4. Submit to Director General for endorsement 5. Dissemination of notification of approval to researcher	1. On track 2. On track 3. On track 4. On track 5. On track		Ongoing activity
67. Support the establishment of the MOET HRD database	83AE	Training Needs Analysis conducted	Conduct Training Needs Analysis by December	1. Identify Organizational Goals and Objectives 2. Define the Scope and Purpose of the Analysis 3. Collect Data on Current Performance and Skills	1. On Track 2. On track 3. On track		Ongoing Activity

	83AE	Training plan/schedule developed	Complete current skills analysis	1. Identify Training and Development Needs 2. Recommend Training Solutions and Resources 3. Develop an Action Plan and Implementation Timeline	On track		Ongoing activity
68. Support the development of MOET HRD Policy & Plan and support staff capacity building at all levels	83AE	HRD Policy and Plan consulted and approved	Finalized HRD Policy & Plan	1. Consult stakeholders on first draft 2. Produce final version 3. Approval	1. Behind Schedule 2. Behind Schedule Behind 3. Schedule	Reprioritisation of activity (Training Needs Analysis) that will inform the HRD Policy.	Awaiting completion of TNA to inform Policy better
87. Support capacity building for planning, reflection and timely reporting	83BA	MoET SEO Conference conducted	Conduct 1 MoET SEO conference by December	1. Prepare logistical arrangements. 2. Conduct SEO conference	3. Behind schedule Behind schedule	Staff shortfall	

3.5 Education Services Directorate

Department	530						
Program	Activity	Service Target	Target	Action	**Progress** *(on track, complete or behind schedules)*	**If behind schedules, What is the challenges encounter**	**Way forward /General comment's**
37. Support the mentoring and monitoring of the new curriculum implementation	53AA	Curriculum and Assessment Board approved the Examination Results for Year 10, 12, and 13 and released them to the public in a timely manner.	3	1. Check to ensure all boards decisions are progressively implemented in a timely manner. 2. Check and ensure that all Yr. 10, Yr. 12 and Yr. 13 examination processes are followed, and results are processed and presented to the board in a timely manner 3. Ensure examination results are released in public domain on time			

	53AA	Ensure provincial board members, Curriculum and Assessment board members are reviewed and replaced for improvement and efficiencies of board decisions	2	1. Provincial PEOs to review provincial board members participations and propose changes if necessary. 2. Submit proposed member changes to SMT for approval before appointment and acknowledgement letter made by the Minister			
87. Support capacity building for planning, reflection, and timely reporting	53AA	Every unit PEO under ESD division has participated in capacity development activities.	1	1. Liaise with MoET HRD section and PSC to coordinate delivery of capacity development program to each ESD unit			
87. Support capacity building for planning, reflection, and timely reporting	53AA	ESD priorities for 2026 have been discussed, and planning and budgeting are aligned with these priorities.	1	1. Set date for 2026 draft planning 2. Evaluate implementation of 2025 business plan to inform 2026 planning 3. Gather and discuss priorities as reflected in the NSDP, and MOET Corporate plan 4. Evaluate implementation of departments, ministries and regional plans and identify			

				gaps to inform planning of programs or activities			
87. Support capacity building for planning, reflection, and timely reporting	53AA	ESD budgets and new policy proposals for 2026 prepared	1	1. Identify on-going activities and new activities or programs 2. Discuss the budgets and other supporting funds 3. Agree on NPPS and give directions on preparations of NPPs narratives and budget details			
87. Support capacity building for planning, reflection, and timely reporting	53AA	ESD 2025 business plans are implemented effectively.	1	1. Ensure appropriate funding are available to enable implementation of ESD business plan 2. Ensure that ESD business plans are implemented according to dates or quarters planned. 3. Ensure their appropriate resources (finance, human resources and assets) are available for ESD business plan to be implemented successfully			
87. Support capacity building for planning,	53AA	ESD quarterly, and annual reports are	5	1. Ensure quarterly and annual report are submitted on time to PPU			

reflection, and timely reporting		coordinated and executed		2. Discuss achievement/ non achievements of business plans and note the challenges for SMT discussions and further directions			
	53AA	Provincial and Central PEOs workplans and Appraisals are conducted, and lower staff's appraisals are reviewed	10	1. Provincial PEOs appraisals are conducted and discussed 2. Central PEOs appraisals are conducted and discussed 3. Lower staff's appraisals are reviewed and submitted to HR.			
37. Support the mentoring and monitoring of the new curriculum implementation	53AA	Examination and standardize tests results data are used to inform decision making for improvement of teaching and learning	1	1. Collaborate with ESD provincial and central PEOs to explore ways of improving teaching and learning 2. Submit and get approval from SMT on way forward Negotiate funding for implementation of programs			
72. Support the review of policies & guidelines	53AA	Projects and programs under ESD are closely monitored and supported	1	1. Monitor implementation of projects under ESD and provide reports or facilitate support from other directorate/unit/partners to enable completion of projects			

				2. Provide reports to SMT and feedback to project team			
				3. Collaborate with partners to ensure the planning, implementation and monitoring of current VEASP and the evaluation and design of the new VAESP.			
				4. Collaborate with partners to design the Vanuatu Secondary Education School Support (VSESS) Program.			
				5. Collaborate with partners to ensure that GPE Capacity Grant support activities are implemented and the design of System Transformative Grant design			
24. Support the implementation of recovery activities for affected schools/institutions	53AA	Emergency in Schools immediate, short- and long-term recovery plans are developed and implemented	1	1. Activate Emergency in Schools (EIS) MoET structure			
				2. Implement emergency in schools' assessments of 17 December 2024 earthquake			
				3. Chair sub-committee meetings to establish immediate, short term and long-term recovery plans			

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				4. Chair subcommittee to negotiate partners support on recovery plans			
				5. Facilitate higher levels partner meetings with DG and Minister to support discussions of recovery plans with individual partners			
				6. Support DG MoET in attending to NRC meetings			
				7. Support DG and other EIS subcommittee in preparing and submitting GIP and COM paper to implement MOET earthquake recovery plan			
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	53AA	Higher-level meetings are attended as directed by the Director General	3	1. Prepare ESD updates of business plans achievements and other requests and present to Senior Management Team for endorsements			
				2. Prepare presentations as directed by the Director General for regional meetings or other higher-level discussions			

				3. Attend high level overseas or in country meetings as directed by the Director General			
70. Support the review and implementation of the updated MoET structure	53AA	Support the DG's Office in reviewing ESD Structures	1	1. ESD Structures to be reviewed to accommodate implementation of new policies such as inclusive education, decentralization			
69. Implementation of legislations and Acts	53AA	Committees and board meetings are chaired by ESD Director as mandated in the policies and acts.		1. Board meetings and committees are chaired, and meeting agreements are implemented 2. Reports provided to SMT for endorsements or for further advice on necessary steps			
68. Support the implementation of the updated MoET structure	53AA	Establish school improvement section and school inspection & compliance section in School Based Management (SBM)unit	1	1. Instruct SBM to develop and submit the concept note for the two sections. 2. Submit the concept note for SMT approval 3. Establish the two sections			
87. Support capacity building for planning,	53AB	Business Plan for Early Childhood and Care Education section is	1	1. Monthly unit meeting 2. Complete quarterly report			

reflection, and timely reporting		implemented, monitored and reported.		3. Planning & monitoring meeting			
87. Support capacity building for planning, reflection, and timely reporting	53AB	Basic Education section business plan is implemented, monitored and reported.	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting			
87. Support capacity building for planning, reflection, and timely reporting	53AB	Secondary Education section business plan is implemented, monitored and reported	1	1. Monthly unit meeting 2. Complete quarterly Report 3. Planning & monitoring meeting			
87. Support capacity building for planning, reflection, and timely reporting	53AB	National Education Program section business plan is implemented, monitored and reported	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning & monitoring meeting			
81. Support Capacity building to provincial offices	53AB	Enhance the capacity of TAFEA Provincial Education Officers in Leadership, Management,	1	1. Facilitate & conduct training 2. Monitoring 3. Reporting			

		Planning, Monitoring & Reporting.					
87. Support capacity building for planning, reflection, and timely reporting	53AB	Edited & compiled 2026 Education Service Directorate Business Plan	1	1. Unit planning session 2. Directorate planning session 3. Unit monitoring & evaluation session			
87. Support capacity building for planning, reflection, and timely reporting	53AB	Conducted an appraisal for the staff of the Education Service Unit	4	1. Mid-year appraisal 2. End of year appraisal			
87. Support capacity building for planning, reflection, and timely reporting	53AB	Facilitate the process for Education Service Unit staff to develop individual plan	4	1. Individual plan session			
68. Support the development of MoET HRD Policy & Plan and support staff capacity building at all levels	53AB	Facilitate and conduct Professional Development for the unit staff	4	1. Early Childhood Care Education 2. Basic Education 3. Secondary Education 4. National Education Program			

70. Support the review and implementation of the updated MoET structure	53AB	Structure and job description for the Education Service Unit revised	1	1. Facilitate and support of implementation of the revised structure		
37. Support the mentoring and monitoring of the new curriculum implementation	53AB	Visits to Schools in PENAMA conducted	4	1. Visit four school in PENAMA		
37. Support the mentoring and monitoring of the new curriculum implementation	53AB	School Policy developed	1	1. Contact Desktop review 2. Develop draft school policy		
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	53AB	Global Partnership Education (GPE) project is communicated	1	1. Communicate for the project		

89. **Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination**	53AB	Vanuatu Secondary Education Support project is assisted and implemented	1	1. Assist and support the implementation of the project			
68. **Support the implementation of the updated MoET structure**	53AB	Establish school improvement section and school inspection & compliance section in School Based Management (SBM)unit	1	1. Assist SBM to develop and submit the concept note for the two sections. 2. Assist SBM to submit the concept note for SMT approval 3. Assist SBM to establish the two sections			
37. **Support the monitoring of the new curriculum implementation**	53AC	Implementation of the Curriculum improvement program is completed, and a report is produced	30	1. Training 2. Support Provincial Curriculum Improvement Officer 3. Report	1. On track 2. On track 3. On track		
37. **Support the monitoring of the**	53AC	The junior secondary teachers supported on the implementation of	700	1. Prepare training logistics			

new curriculum implementation		year 7-10 outcome-based curriculum in all six (6) provinces		2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered			
37. Support the monitoring of the new curriculum implementation	53AC	The junior secondary teachers monitored on year 7 outcome-based curriculum	50	1. Prepare training logistics 2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered			
37. Support the monitoring of the new curriculum implementation	53AC	The senior secondary teachers (year 11, 12 and 13) supported and monitored on the	260	1. Monitoring and implementation of current curriculum			

		outcome-based curriculum.		2. Review curriculum exercise (survey) 3. Approval of reviewed curriculum content 4. Writing up new reviewed curriculum			
37. Support the monitoring of the new curriculum implementation	53AC	The centre schools trained and supported for students with visual impairment	12	1. Printing of teacher's guide for supporting students with visual impairment 2. Training of inclusive teachers in two (2) Provinces – TAFEA (North Tanna) and SHEFA Shepherds outer Islands (Emae)			
37. Support the monitoring of the new curriculum implementation	53AC	The schools trained and supported for student with hearing impairment	15	1. Printing of teacher's guide for supporting students with hearing impairment 2. Training of inclusive teachers in two (2) Provinces – MALAMPA (Lamap) and SANMA (East Santo)			
37. Support the monitoring of the new curriculum implementation	53AC	The centre schools trained and supported for students with intellectual impairment	15	1. Printing of teacher's guide for supporting students with intellectual impairment 2. Training of inclusive teachers in two (2) Provinces – PENAMA			

				(West Ambae) and TORBA (Torres)			
37. Support the monitoring of the new curriculum implementation	53AC	Develop Curriculum Development Processes and Procedures Guideline Manuel	1	1. Contact desktop review 2. Conduct consultation 3. Draft the review manual 4. Approval			
19. Support Inclusive Education initiatives	53AC	The communications on strengthening curriculum implementation in provinces developed (focusing on inclusion and literacy)	2	1. Purchasing of resources for students with intellectual impairment 2. Purchasing of resources for students with visual impairment			
19. Support Inclusive Education initiatives	53AC	The community awareness on Family Life Education with gate keepers in selected provinces conducted and report delivered	3	1. Select target communities in selected provinces 2. Develop tailor-made community awareness package 3. Prepare awareness logistics 4. Deliver awareness in selected communities in selected provinces.			

			5. Final report and recommendations delivered			
37. Support the mentoring and monitoring of the new curriculum implementation	53AC	The provinces engaged in the development of vernacular resources in collaboration with stakeholders.	1	1. Identify languages in the selected islands in Torba, Penama and Malampa 2. Identify key provincial officer, teachers and community resource people to development vernacular story books in selected languages 3. Prepare training logistics 4. Develop PRIMA for each selected language 5. Develop key word books for selected languages 6. Develop 5 vernacular story books per selected language 7. Train vernacular resource developers on Bloom Book Creation Software 8. Translate all vernacular story book to all other selected languages 9. Printing of vernacular resources using school grants.	1. Completed 2. Completed 3. Completed 4. Completed 5. Completed 6. Completed 7. Completed 8. Completed 9. Completed 10. Completed	Torba Behind schedule	Availability of funds & Time constraint

				10. Final report and recommendations delivered			
89. Review and implement the Communication Strategy and support the strengthening of MoET Partners and stakeholders' coordination	53AC	The Partner support Ministry Strategic Plan developed through a Joint Partner Agreement	4	1. Family Life Education in School project Annual Work plan developed 2. Family Life Education Annual Work plan signed by both partners 3. Family Life Education Annual budget finalized and signed by both partners 4. Collaborate with line Ministries and key stakeholders in the development of Financial Literacy 5. Collaborate with line Ministries and key stakeholders on the development of Vanuatu Sign Language	1. Completed 2. Completed 3. Completed 4. On track 5. Completed	4.RBV contribution done	1-3: Done but funds availability release was too late for activities to be completed (September) 4: Task done, awaiting NCAB Endorsement/ Approval. 5: Task completed awaiting NCAB Endorsement /Approval
37. Support the mentoring and monitoring of the new curriculum implementation	53AC	Number of schools supported to use vernacular resources aligned with literacy	15	1. Develop checklist forms 2. Develop training package for monitoring team 3. Prepare logistics	1. Behind schedule 2. Behind schedule 3. Behind schedule 4. Behind schedule 5. Behind schedule	Training still in progress	Monitoring exercise planned and differed for 2026

				4. Carry out monitoring activity in schools	6. Behind schedule		
				5. Compile monitoring data			
				6. Final report and recommendations delivered			
37. Support the mentoring and monitoring of the new curriculum implementation	53AC	Number of provincial curriculum facilitators trained on National Literacy Strategy modules	30	1. Prepare a midline assessment 2. Conduct the midline in primary schools 3. Analyse the midline assessment 4. Identify challenges 5. Prepare training logistics 6. Deliver refresher training to provincial curriculum learning facilitators 7. Assist with teacher training in zones 8. Final report and recommendations delivered	1. Behind schedule 2. Behind schedule 3. Behind schedule 4. Behind schedule 5. Behind schedule 6. Behind schedule 7. Behind schedule 8. Behind schedule	Change of plan	Activity to be done on 2026
35. Support teacher trainings on the new curriculum	53AC	Number of provincial curriculum facilitators trained on Language for Teaching and	30	1. Prepare training logistics 2. Deliver refresher training to provincial master trainers 3. Assist with teacher training in zones	1. On track 2. On track 3. On track 4. On track		PSCIOs are training Teachers in the Provinces

		Learning Guidelines modules		4. Final report and recommendations delivered			
35. Support teacher trainings on the new curriculum	53AC	Number of schools supported to use the teaching and learning strategies and progress map in select schools	20	1. Revise the teaching and learning program to align more closely with all the Curriculum Implementation Policy Guidelines 2. Conduct in-house simulation of ETL Training manual 3. The effective teaching and learning program developed and modelled in 4 schools 4. Final report and recommendations delivered			
42. Strengthen procurement and distribution systems to ensure timely delivery/replacem ent of instructional materials to schools/TVET institutions.	53AC	Distribution of Curriculum Materials		1. Help the distribution officer to package and distribute curriculum materials to primary schools	1. On track 2. On track 3. On track 4. On track 5. On track		
48. Support the digitization of	53AC	Teachers Note and Digital Library		1- Prepare budget and logistic			

curricular resources/instructional materials				2- Review of training package 3- Finalize the training package 4- National roll out of the Training on Teachers notes and Digital Library 5- Final report and recommendations delivered			
34. Support the development of the new curriculum	53AC	Provisioned relevant and appropriate National Curriculum to junior secondary schools (Optional subjects)	20	1. Identify Year 10 curriculum writers of optional subjects. 2. Contract writers 3. Review Year 10 draft syllabi in English and French 4. Finalize Year 10 syllabi in English and French	1. On track 2. On track 3. On track 4. On track		
34. Support the development of the new curriculum	53AC	Provisioned relevant and appropriate National Curriculum to Senior Secondary schools. French and English: 🔀 Observation, support and	46	1. Identify senior secondary teachers for 2025 2. Develop training packages 3. Prepare training logistics 4. Carry out monitoring and support in all senior secondary school	1. On track 2. On track 3. On track 4. On track		

				5. Final report and recommendations			
34. Support the development of the new curriculum	53AC	Development of French accounting and Hospitality; and English Tourism		1. Identify year 11-13 curriculum writers Contract writers 2. Finalize year 11-13 English and French syllabi 3. Edit French and English documents Layouts and formalities of documents 4. Printing materials 5. Distribution to senior secondary schools	1. On track 2. On track 3. On track 4. On track	Publication-Franco Book designer's PC & Laptop has cause delay in this task	Publication Section electronic work equipment need to be addressed/dealt with seriously by IT-MOET
34. Support the development of the new curriculum	53AC	Provisioned relevant and appropriate curriculum support resources to Senior Secondary schools.	46	1. Identify Year 11-13 support resources. 2. Identify senior secondary curriculum writers. 3. Contract writers 4. Compile Year 11-13 support resources 5. Finalize Year 11-13 resources in English and French 6. Edit the French and English documents.	1. Behind schedule 2. Behind schedule 3. Behind schedule 4. Behind schedule 5. Behind schedule 6. Behind schedule 7. Behind schedule 8. Behind schedule	Teachers strike	Reschedule to next year 2026 exercise

				7. Layout and formatting of documents.		
				8. Distribution of e-copies to Senior Secondary schools		
35. Support teacher trainings on the new curriculum	53AC	Number of Senior Secondary teachers trained on Family Life Education curriculum.	54	1. Identify senior secondary teachers and key Provincial Officers 2. Develop training package for Family Life Education in schools. 3. Prepare training logistics. 4. Carry out Family Life Education to teachers and provincial officers. Final report and recommendations delivered	1. On track 2. On track 3. On track 4. On track	
34. Support the development of the new curriculum	53AC	Number of consultations carried out on the review of the Vanuatu National Curriculum Statement	2	1. Identify policy writers 2. Contract writers 3. Identify VNCS gaps 4. Develop review draft 5. Translate document into French	1. On track 2. On track 3. On track 4. On track 5. On track 6. On track	VAESP Funded activity	PEO & Stakeholders need to rethink strategically on this National Agenda.

				6. Carry out consultation on the reviewed document in Provinces			
34. Support the development of the new curriculum	53AC	Key curriculum indicators developed	10	1. Analysis of monitoring reports and recommendation 2. Identify curriculum implementation gaps from Years 1-13 3. Develop key curriculum reform indicators 4. Validate key curriculum reform indicators 5. Final report and recommendations delivered			
70. Support the review and implementation of the updated MoET structure	53AC	Liaised with HR Unit to review CDU structure	3	1. Review JDs for existing CDU posts 2. Proper weighting and alignment of posts 3. Incorporate a research and training section under CDU 4. Develop JDs for new positions	1. On track 2. On track 3. On track 4. On track		PPU & HRMU need to fix a time for this activity with MOET-Directorates & Units because there are a lot of discrepancies & disparities in officers/coordinators

							wages/salaries.
67. Support the establishment of the MoET HRD database	53AC	Developed and implemented continuous professional development and capacity building with CDU	3	1. Develop continuous professional development and capacity building plan 2. Approach donor partners and stakeholders for in-house trainings 3. Implement continuous professional development and capacity building for CDU staff	11. On track 12. On track 13. On track		Delayed & Postponed due to unexpected circumstances from Vangov & Partners.
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	2nd Cycle of Piloted PALs Monitoring test in strengthening and improving literacy/numeracy/Science content and Practical in the lower Secondary Schools Year 9	3	1. Registration of Schools. 2. Logistics and Preparations 3. Administer the test. 4. Coding 5. Data Entry 6. Dispatchment of Scripts			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Administration of PILNA/Study monitoring test (6th cycle).	6	1. 1.Registration of Schools. 2. Logistics and Preparations 3. 3.Administer the test. 4. 4.Coding 5. 5.Data Entry			

		Strengthening & Improve Literacy) Years 6 and 8		6. 6. Dispatchment of Scripts			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Vansta /Study monitoring test (6th cycle). Strengthening & Improve Literacy and Numeracy in Years 3,6,8)	6	1. Registration of Schools. 2. Logistics and Preparations 3. Administer the test. 4. Coding 5. Data Entry 6. Dispatchment of Scripts			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Continue Implement relevant assessment mechanisms (Customizing PacSIM for Yr.13 Anglo & 4 D and Vansta system through open VEMIS to be utilized by IT & EAU Officers)	1	1. Continue to Consult EQAP and MoET IT to update PACSims 2. Consult Developer with training of Vansta software with officers 3. Trail Vansta accessories 4. 4. Develop 4D system			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Continue Support provided with EQAP for Professional Development in micro-qualifications related to assessment activities.	8	1. Request EQAP for Training 2. Appointing Participants 3. Logistics 4. Submit Report 5. Certification			

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37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Enrolment for year 10, 12, and 13 exam candidates for 2025 academic year.	6	1. Pre enrolment sent to schools 2. Enrolment extract from OV 3. Confirm enrolment sent to schools 4. Mark sheets are generated 5. Exam SPIN generated 6. Exam fees paid			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Internal assessments for years 10, 12 and 13.is coordinated, facilitated, designed, implemented and moderated	52	1. Appointing Designers 2. Induct designers for 2025 IA 3. Complete development of IA program (CAT) 4. Dissemination IA Package to Schools			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Induction of provincial teacher for years 10, 12 and 13 on the IA program, enrolment and 2024 exam results	6	1. Design induction package 2. Extract 2024 exam results 3. Report 2024 results by school and province 4. Visit yr 10, 12, 13 schools for IA and exam results induction 5. Report on 2024 Enrolment and Issues			

37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Designing, Moderating and Independent checking examination papers for Year10, Year 12, and Year 13	52	1. Appoint Designers 2. Induct designers for 2025 paper 3. Complete development of paper 4. Moderate paper 5. Edit paper 6. Independent checker seat paper 7. Sample paper check, sign off and approve by PEO and Assessment and Curriculum Board			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Year 12 and Year 13 IA and EA tagged into PACSims	1	1. Panel identify tested outcomes 2. Tested outcomes are compiled and endorse 3. Tagging of IA and EA into PACSims			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Internal Assessment program and Tasks in all Province verified	6	1. Prepare verification checklist 2. Induct officers on verification exercise 3. Visit all schools & verify IA program & Tasks			

				4. Submit verification report that address issues			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Number Schools in the Province accredited	3	1. Consult accreditation manual 2. Consult EQAP accreditation report 3. Training of accreditation exercise 4. Trail of accreditation 5. Visit 6 provinces for accreditation Compile findings and develop a report			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Support CDU Review of Programs (Yr. 11-13 Anglophone & Francophone to ensure Harmonization are upheld)	6	1. Set up subject panels 2. Panels consult syllabus and do accreditation of content of Anglo vs Franco 3. Report findings and recommendations of accreditation 4. Action findings of report			
37. Support the mentoring and monitoring of the	53AD	The Vanuatu University Entrance Certificate submission	1	1. Complete assessment and examination activities 2. Draft the report			

new curriculum implementation		completed for Accreditation.		3. Submit report EQAP			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Yr. 10. 12. 13 National Examination paper Printed and Dispatched to schools	52	1. Printing exam scripts 2. check scripts 3. Package scripts by subject & schools 4. label Envelops & Examination boxes 5. Dispatch Examination boxes			
37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Provisional results processed, published and certification of Qualification provided	1	1. Appoint Markers 2. Induct Markers 3. conduct marking of exam scripts 4. Data Entry (EA) 5. Integrity check (EA) 6. Upload IA/EA 7. process results 8. select & place students 9. record and publish results 10. Provide provisional results & certifications			

37. Support the mentoring and monitoring of the new curriculum implementation	53AD	Staff capacity building on examination and assessment quality assurance management	4	1. Facilitate the logistic for EQAP to the training. 2. Attend EQAP Training 3. Produce a report		
70. Support the review and implementation of the updated MoET structure	53AE	Establish school improvement section and school inspection & compliance section in School Based Management (SBM)unit	1	1. Develop and submit the concept note for the two sections. 2. Submit the concept note for SMT approval 3. Establish the two sections		
87. Support capacity building for planning, reflection, and timely reporting	53AE	Quality monitoring of SSP and support is completed	100	1. Identify the remaining low performing schools. 2. Roll out the support to remaining schools in all provinces.		
59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance	53AE	Teachers Baseline Data collection for Malampa, Penama, Sanma, and Tafea conducted	500	1. Link given to provinces. 2. Principals collect Data. 3. Report		

72. Support the review of policies & guidelines	53AE	Finalized School Improvement Unit Policy	1	1. Drafting 2. Consultation 3. Finalization 4. Launching		
62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance	53AE	Principal Baseline Data collection in Sanma, and Tafea Province are done	200	1. Tafea 2. Sanma		
87. Support capacity building for planning, reflection, and timely reporting	53AE	The School Strategic Plans (SSP) and Annual Plans for every Primary and Secondary Schools are uploaded into OV	200 Prima ry 100 Secon dary	1. Confirm SSP uploaded 2. Inform School Coordinators to work on late submission		
87. Support capacity building for planning, reflection, and timely reporting	53AE	Quarterly Report produced	3	1. 1st quarter 2. 2nd Quarter 3. Last quarter		

62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance	53AE	Appointed Principals have been appraised.	30	1. Appraised the Appointed Principals in the Provinces		
25. Support the implementation of parent support programs	53AF	Number of Parent Support Program trainings, Home Reader Programs trainings and behaviour change data is collected.		1. Develop plan on PSP 2. Conduct activities 3. Prepare final report and recommendations on activity.		
37. Support the mentoring and monitoring of the new curriculum implementation	53AF	Number of Teachers trained on Curriculum Improvement Plan (CIP) Package	60	1. Develop Plan on Implementation 2. Support training roll out plan 3. Final report and recommendations on delivery		
36. Support provided to resource schools with the necessary resources required	53AF	Printing of ECCE Teaching and Learning Resources completed	300	1. Consult on need with the provinces 2. Communicate with printing companies and Procurement 3. Manage printing		

to deliver the new curriculum				4. Manage and coordinate printing to the provinces. 5. Document report			
27. Support the Implementation of Early Childhood Development policy	53AF	Implementation of the new ECCE policy Advocacy reported	1	1. Print and launched the New ECCE Policy 2. Coordinate the advocacy implementation plan 3. Report on the advocacy implementation			
37. Support the mentoring and monitoring of the new curriculum implementation	53AF	ECCE Annual Provincial Coordinator's Workshop conducted	1	1. Prepare and communicate logistic/program 2. Conduct the workshop 3. Develop and share report with ESD			
34. Support the development of the new curriculum	53AF	ECCE Curriculum is reviewed	1	1. Conduct meetings with VESP and UNICEF 2. Conduct consultation with the support of consultants of the development partners – Study findings 3. Manage the review of the curriculum 4. Develop the draft reviewed curriculum factoring the 4			

		subjects, SEL and ECCE Core Learning Areas 5. Finalize the reviewed document 6. Develop implementation plan & M & E 7. Report on the status of the work.		
37. Support the mentoring and monitoring of the new curriculum implementation	53AF	Data collected on ECCE effective Area Branch and Toy Making Workshops conducted.	10	1. Manage and communicate the activity 2. Provide follow- up on the status of the wok 3. Collect data on the tasks Report on the progress of the work		
36. Support provided to resource schools with the necessary resources required to deliver the new curriculum	53AF	Baseline survey on Children's Learning Outcomes in ECCE is conducted	1	1. Develop a Plan and secure funding 2. Work with the Procurement Unit to outsource the development of the resource 3. Assist where needed.		

			4. Contractor report on outcome			
35. Support teacher trainings on the new curriculum	53AF	2.5% of ECCE teachers in Vanuatu are enrolled and 2.5 % to continue teacher development training	20	1. Update Teacher Development Data 2. Liaise with ECCE Training Institutions to continue cohort trainings and intake of new students 3. Liaise with the scholarship office to offer awards for teachers.		
35. Support teacher trainings on the new curriculum	53AF	Number of ECCE Teachers who signed their contract in 2025	20	1. Prepare information about ECCE Teachers for salary – excel sheet spreadsheet 2. Prepare financial visas for missing or replacement teachers 3. Submit financial visa to TSC 4. Produce a report on the outcomes of submission to TSC		
72. Support the review of policies & guidelines	53AG,	Basic Education policy Developed	5	1. Contact desktop review 2. Develop draft policy		

37. Support the mentoring and monitoring of the new curriculum implementation	53AG	Visit school	6	1. Prepare logistics to visit schools in PENAMA 2. Visiting schools 3. Report.			
21. Monitor implementation of comprehensive safety plan	53AG	Conduct Solar Energy Training to Teachers in the provinces	1	1. Conduct awareness and provincial training to Provincial officers. 2. Monitor the progress of the solar energy implementation			
53. Support appropriate and targeted delivery of training/professional development for teachers	53AG	Teachers' Professional Capacity Development facilitated	20	1. Facilitate the professional development of teachers			
50. Support appropriate and targeted (especially administration and management) delivery of training/professio	53AG	Principal development and management professional capacity induction training conducted	1	1. Assist and support the principal induction and appraisal			

nal development for principals across schools and PSET institutions.						
89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination	53AG	Vanuatu Secondary Education Support Program (MFAT) Implemented	1	1. Assist and support the establishment of the program in MoET		
89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination	53AG	Junior Secondary schools support	1	1. Provide assistance and support to provincial education office and schools		
53. Support appropriate and targeted delivery of training/professional development for teachers	53AH	Teachers' Professional Capacity Development facilitated	20	1. Facilitate the professional development of teachers		

50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.	53AH	Principal development and management professional capacity induction training conducted	1	1. Assist and support the principal induction and appraisal		
72. Support the review of policies & guidelines	53AH	Secondary Education Policy developed	1	1. Contact Desktop review 2. Develop the policy		
89. Review and implement the Communication strategy. Support the strengthening of MoET Partners and stakeholders' coordination	53AH	Vanuatu Secondary Education Support Program (MFAT) Implemented	1	1. Assist and support the establishment of the program in MoET		
72. Support the review of policies & guidelines	53AH	Secondary schools support provided	1	1. Provide assistance and support to provincial education office and schools		

11. **Monitor implementation of WASH policy**	53AJ	Scale up WinS scale nationwide	4	1. Follow up with PEO's in Shefa on completion of baseline data collection. 2. Analyse and present data collection report to Provincial offices for Sanma, Torba, Shefa and Tafea. 3. Complete Malampa WIP training and then WIP trainings for Sanma, Torba and Tafea 4. Support Provinces review current HPS ToR to help analyze WIPs			
18. **Support Health Promoting School/PSET institution initiatives**	53AJ	Health Promoting Schools Committees are active, and membership is reviewed and approved by the PEB	6	1. Review Provincial HPS ToRs and membership. 2. Assist HPS follow up, receive and analyze plans and assess needs as per submitted plans (WIP and HPSPs)			
22. **Monitor implementation of comprehensive safety plan**	53AJ	Number of Awareness and Advocacy on EIE policy	7	1. Develop the EIE policy awareness and advocacy 2. Develop awareness and advocacy plan 3. Implement the plan			

				4. Report on the activities			
22. Monitor implementation of comprehensive safety plan	53AJ	Number of trainings on the MoET contingency plan	7	1. Develop training package 2. Do logistical arrangements 3. Conduct trainings 4. Produce reports			
22. Monitor implementation of comprehensive safety plan	53AJ	Number of Education cluster meetings	4	1. Send notices of education cluster meetings 2. Cluster meetings convene 3. Meeting minutes documented 4. Action points executed			
19. Support Inclusive Education initiatives	53AJ	Number of awareness and advocacy in Inclusive Education and Training Policy	6	1. IE steering Committees meet 2. Policy awareness package 3. Do logical arrangements 4. Conduct trainings 5. Produce reports			
19. Support Inclusive Education initiatives	53AJ	Support the Coordination of Inclusive Education Resource Centre	1	1. Support the monitoring of the IEP and the Implementation 2. Report produced			

17. Support Safe school/PSET institution initiative	53AJ	Social Citizenship Education (SCE) training conducted in selected schools, and report produced after piloting the two community schools.	6	1. Conduct logistics arrangement for the training 2. Review training package 3. Train School Teachers 4. Help each school set up School SCE club 5. Help each school set up Papa/Mama's (Parents) SCE club 6. Work with School heads and SCA to identify SCE community facilitators for 2 pilot schools 7. Reports produced			
19. Support Inclusive Education initiatives	53AJ	Number of awareness and advocacy on GEIE policy	6	1. Develop awareness and advocacy package on GEIE 2. Develop awareness plan 3. Conduct awareness 4. Produce report			
19. Support Inclusive Education initiatives	53AJ	Provincial Women in education leadership network coordinated	6	1. Support the annual plan of the women in education leadership in the 6 provinces			

		and supported in the provinces		2. Monitor the activities and provide corrective actions 3. Produce reports			
17. Support Safe school/PSET institution initiative	53AJ	Child safeguarding awareness, advocacy and trainings	6	1. Develop awareness and advocacy package on GEIE 2. Develop awareness plan 3. Conduct awareness 4. Produce report			
18. Support Health Promoting School/PSET institution initiatives	53AJ	A national PE concept note developed	1	1. Re-enforce the school PE lessons and hours allocation 2. Monitor through PEO office 3. Implement corrective actions through provincial office to address PE needs in schools 4. Produce reports			
	53AJ	A national PE syllabus for Years 7 to 10 is developed		1. Revisit the year 7 – 10 syllabi 2. Draft year 7 – 10 syllabi 3. Share syllabi with stakeholders and TAC for discussion 4. CDU received syllabi for review. 5. Report produced			

	53AJ	A PE technical Advisory Committee is established		1. TAC members identified 2. TAC TOR drafted 3. TAC Endorsed 4. TAC members signed contract 5. TAC meets quarterly 1. Report produced			
	53AJ	The VNSG Council is established and holds regular meetings.		1. VNSG Council members TOR drafted 2. VNSG endorsed and mandated 3. VNSG meetings held 2. Minutes produced and reported			
	53AJ	PENAMA2026 LOC members endorsed		1. PENAMA LOC members appointed 2. PENAMA LOC members signed contract 3. Report produced			

3.5.1 Torba Provincial Education Office

Program	Activity Code (53CA)	Service Target	Target	Action	Progress *(on track, complete or behind schedules)*	If behind schedules, What is the challenges encounter	Way forward /General comment's
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	ECCE curriculum implemented	11 ECCE by June	1. To prepare plan for support training. 2. To assist MEO's to improve reading program/activities in schools. 3. To monitor progress of activities in schools. 4. To support the development of vernacular teaching materials.	On track		
	53CA	Reflection and awareness conducted in Primary Schools	5 Primary Schools by June	1. To arrange logistic. 2. To carry out reflection exercise and awareness 3. Prepare report.	On track		

35. Support teacher training on the new curriculum	53CA	Primary teachers' refresher training on curriculum delivered.	5 Primary Schools by June	1. To arrange logistic. 2. To develop training material 3. To deliver refresher training 4. Prepare report	On track		
	53CA	Classroom Assessment and Reporting workbook workshop delivered	5 Primary schools by June	1. To arrange logistic. 2. To develop training material 3. To deliver refresher training 4. Prepare report	On track		
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	Classroom Assessment and Reporting workbook workshop monitored	20 Schools	1. To collect evidence of workshop from quarter reports	On track		
	53CA	Secondary School Curriculum Implemented	4 Secondary School, 1 Senior Secondary School by November	1. To monitor and support the implementation of year 7-10 curriculum. 2. To prepare monitoring report.	On track		

	53CA	FLE provincial activities implemented	4 Secondary Schools and catchment area by November	1. To review and approve FLE annual activity. 2. To monitor and support FLE in and out of school. 3. To coordinate implementation of activities. 4. To report on progress of implementation.	1. On track		
49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.	53CA	School annual PD plan developed	100% of ECCE, Primary and Secondary by April	1. To prepare guide to assist development of plan. 2. To receive plans from schools	1. Complete On track		
	53CA	PD Plan implemented and reported.	100% of ECCE, Primary and Secondary by November	1. To assist Principals to record Teachers Achievement after PD in teachers' observation. 2. To receive progressive	On track		

				reports through quarter reports 3. To recommend update of PD achievement for teachers into teachers details in OV or teachers' files.			
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	School Literacy Improvement Plan developed	24 Primary Schools by April	1. To assist schools to identify literacy needs. 2. To assist schools to prepare and submit literacy improvement plan.	On track		
	53CA	School Literacy Plan monitored	24 Primary Schools by November	1. To monitor school literacy planned activities through spot checks and questionnaire. 2. To receive quarter reports that include school literacy activities.	On track		

	53CA	School Numeracy Activity Plan Develop	24 Primary Schools by April	1. To assist schools to identify numeracy needs. 2. To assist schools to prepare and submit numeracy improvement plan.	On track		
	53CA	School Numeracy Activity Plan monitored	24 Primary Schools by November	1. To monitor school numeracy planned activities through spot checks and questionnaire. 2. To receive quarter reports that include school numeracy activities.	On track		
	53CA	National reporting and assessment policy implemented	10 ECCE 9 Primary schools by November	1. To identify schools in each zone. 2. To use kobo forms to monitor. 3. To remind Principals and MEO's to support teachers to keep accurate records of	On track		

				students' academic progress. (Attainment and progress) through letter and other means. 4. To monitor teachers and Principals feedback to parents/guardians on the progress of student achievement.		
	53CA	National exam results are communicated.	100% Primary and Secondary Schools	1. To assist principals to include Vansta and national results analysis (termly) in Annual Academic Calendar (Plan). 2. To monitor quarter report on analysis activity.	1. Complete On track	
	53CA	Physical Education in schools strengthened	4 Secondary Schools, 12 Primary schools	1. To correspond with schools on inclusion of PE in timetable with greater emphasis.	On track	

				2. To support secondary schools recruit PE teachers. 3. To assist schools, link National Federations with schools and Area Councils. 4. To monitor PE activities in schools through report of activities.			
	53CA	Schools participated in VNSSG	4 Secondary Schools	1. To communicate provincial sports competition. 2. To coordinate provincial school sports competition. 3. To prepare Team Torba. 4. To arrange logistics to attend VNSSG. 5. To prepare report of the games.	On track		
53. Support appropriate and targeted delivery of	53CA	Teachers are engaged in programs for further studies.	10 Teachers	1. To access avenues and support teachers to improve	On track		

training/professiona l development for teachers			by November	their profession in higher institutions. 2. Avenues for formal PD provided to teachers. 3. Assist teachers for further studies.			
11. Monitor implementation of WASH policy	53CA	WASH facilities in schools are improved.	10 ECCE 10 Primary schools 3 Secondary schools by September	1. To support the development of WASH facility in schools 2. Monitor reports for implementation. 3. To coordinate inclusion of WASH activities in SSP/EIP in following year plan.	On track		
18. Support Health Promoting School/PSET institution initiatives	53CA	HPS provincial activities implemented	1 plan by November	1. To review and approve HPS plan. 2. Coordinate implementation of activities.	On track		

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				3. To report on progress of implementation.		
37. Support the mentoring and monitoring of the new curriculum implementation	53CA	National exam results are communicated	5communities by November	1. To inform communities on VANSTA and National Results through awareness.	On track	
48. Support the digitization of curricular resources/instructional materials	53CA	Use of ICT increased in schools through multiple actors.	2 Secondary Schools by June	1. To assist schools to set up e-learning platform. 2. To coordinate the establishment of computer lab in schools 3. To support schools to include ICT for learning in SSP.	1. Behind Schedule	
	53CA	Teaching and Learning supported by VSAT or other internet access	11 Schools by November	1. Monitor school to report use of VSAT or Internet access to support teaching and learning in quarter report.	On track	

	53CA	ICT training for teachers accessed	10 teachers by November	1. To liaise with provider on ICT training 2. To facilitate teacher ICT training with Training Provider.	On track		
66. Support the financial management training at all levels (central, province and school)	53CA	Provincial Office managed Schools are managed	10 units 41 ECCE 27 Schools	1. To manage PEB grant, its use and reporting. 2. To oversee provincial units' activities. 3. To oversee Curriculum activities. 4. To oversee EAU activities. 5. To oversee National Program activities 6. To oversee SBM activities.	On track		
37. Support the mentoring and monitoring of the	53CA	Schools are visited	10 schools by November	1. To prepare logistics for travel	On track		4 remote schools in quarter 1

new curriculum implementation				2. To visit selected schools			3 remote schools in quarter 2
71. Strengthen project management processes	53CA	New office building project supported	1 project document completed by May	1. To communicate with Facilities Unit on new building. 2. To liaise with Facilities on office plan. 3. To complete GIP project for the office building.	1. Complete 2. Complete	Awaiting facility officer	Quarter 4
	53CA	New staff house building project supported	1 project document completed by May	1. To communicate with Facilities Unit on new building. 2. To liaise with Facilities on staff house plan. 3. To complete GIP project for the staff house building.	Behind Schedule	To apply state land process	Defer Q4
50. Support appropriate and targeted (especially administration and	53CA	Principals' Conference conducted.	Principals Conference	1. To inform schools of the Conference. 2. To prepare logistics.	1. Complete 2. Complete		

management) delivery of training/professional development for principals across schools and PSET instructions.			conducted by June	3. To conduct Conference. 4. To provide report.	3. Complete 4. Complete		
53. Support appropriate and targeted delivery of training/professional development for teachers	53CA	Teachers are observed.	100% Teachers of ECCE, Primary, Secondary	1. To monitor Principals and MEO's observation for teachers. 2. To collect report on teachers' observation.	On track		
49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.	53CA	Principals are appraised.	10 Principals by August	1. To identify Principals for appraisal. 2. To prepare logistics for 3. To conduct appraisal.	On track		
87. Support capacity building for	53CA	School Strategic Plan (SSP)/ ECCE Improvement Plan	27 Schools	1. To monitor principals' and ECCE teachers update on SSP.	On track	Schools affected by the strike. 100% are supported to	82% of SSP completed and submitted (5

planning, reflection, and timely reporting		(EIP) document uploaded. SSP/EIP Progressive report completed and available.	41 ECCE by February	2. To support submission/upload of annual Plan to OV. 3. Monitor completion and submission of progressive reports. 4. To provide assistance to schools to complete plan for following year.		complete and submit by June.	schools yet to submit)
20. Support is provided to schools/TVET institutions to develop comprehensive safety plan	53CA	Schools are supported	27 schools by November	1. To liaise with EIE coordinator on the support to schools. 2. To attend required training. 3. To support schools to develop plan 4. To report on the support provided	1. On track		
2. Support the review of the school fee regulation (Education Regulation Order)	53CA	School grant code implemented	27 schools by November	1. To monitor school finance report 2. To monitor school compliance to grant criteria.	1. On track		

	53CA	School fee structure developed	27 schools by November	1. To support schools to develop school fee structure for following year. 2. To assess and analyse fee structure. 3. To recommend fee structure approval.	1. On track		
19. Support Inclusive Education initiatives	53CA	Awareness on inclusive policy is conducted to ECCE	Awareness is conducted to 41 ECCE by June	1. To identify and prioritise schools to visit. 2. To prepare travelling logistics. 3. To conduct awareness. 4. To produce awareness summary report.	Behind Schedule	No inclusive officer	To recruit provincial inclusive officer
	53CA	Screening of schools (to identify disability) is conducted	Screening conducted to 41 ECCE & 4 secondary school by June	1. To identify and prioritise schools to be visited for screening 2. To prepare travelling logistics for screening	1.Behind Schedule	No inclusive officer	To recruit provincial inclusive officer

				3. To conduct screening exercise 4. To document screening report 5. To enter data screening data to Kobo.			
	53CA	Awareness on inclusive policy is conducted to Primary Schools	Awareness conducted to 24 Primary by June	1. Identify and prioritise schools to be visited 2. Prepare travelling logistics 3. Conduct awareness 4. Produce awareness summary report	1.Behind Schedule	No inclusive officer	To recruit provincial inclusive officer
	53CA	Individual Education Plan is developed	41 ECCE, 24 Primary, 4 Secondary School by June	1. To use screening data to identify students for IEP. 2. To Train teachers and MEO's to prepare IEP. 3. To monitor implementation of the plan.	1.Behind Schedule	No inclusive officer	To recruit provincial inclusive officer

13. Finalize and implement the National School Infrastructure Development Plan	53CA	Schools are rationalized	1 school by October	1. To revisit NSIDP for Torba Schools. 2. To have two final consultations with Motalava Community. 3. To rationalized Telhei and Wongyeskei.	On track		
	53CA	Santa Maria French Secondary School is re-establishment is supported		1. To consult with communities on reopening. 2. To meet curriculum requirement for the reopening. 3. To meet staffing requirement.	On track		
	53CA	New school plan supported

BLMS Year 11 Francophone
BLMS Year 11 Science | 1 plan document by May | 1. To prepare consultation plan. 2. To consult with Sola, Motalava and Toga Community. 3. To develop the set-up plan. 4. To get approval from PEB. | Complete | | |

		Telhei Year 11 Arts and Science. Bagavegug Secondary.		5. To submit the plan to ESD Central office.			
	53CA	Provincial Vocational School plan supported	1 plan document by May	1. To prepare consultation plan. 2. To consult with Motalava Community. 3. To develop the set-up plan. 4. To get approval from PEB. 5. To submit the plan to ESD Central office.	Complete		
25. Support the implementation of the parent support programs	53CA	Parental Support Program implementation is supported	10 ECCE branch by October	1. To identify areas of support. 2. To support the implementation of PSP.	On track		
26. Monitor the implementation of	53CA	Parental Support Program	10 ECCE branch by October	3. To monitor community- based	On track		

the parent support programs		implementation is monitored		PSP training to parents. 4. To report the implementation of the training.			

3.5.2 Sanma Provincial Education Office

Program	Activity Code 53CB	Service Target	Target	Action	Progress *(on track, complete or behind schedules)*	If behind schedules, What is the challenges encounter	Way forward /General comment's

| 62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance. | 53CB | Awareness conducted on registration and discipline policies to #school principals & school chairman by strengthening &improving Attitude and Value in their school communities. (| Awareness on registration, strengthening & improving Attitude and Value with discipline policies to 20 ECCE, 20 primary and 20 secondary schools by November. | 1. To identify principals and school chairman to begin awareness workshop on registration and discipline policy with,

 2. To get approval on the

 3. list of the school principals and the chairman by the PEO,

 4. To draft an invitation letter to communicate the purpose of the awareness to the school principals and the chairman,

 5. To disseminate letters to all principals and school chairman,

 6. To prepare logistical arrangements and awareness materials

 7. To conduct awareness | | | |

				8. To produce a summary report on the awareness			
	53CB	SANMA School Principals, School Council Chairman Conference/meeting was organized and contacted in luganville.	100 school principals and school chairman's are equipped with information to improve	1. Set Conference/meeting dates 2. Plan and budget the Conference 3 Meeting with the SANMA Education Unit officers and SANMA			

				School Principals Association			
			academic performance	4.Apply for fund for the conference/meeting			
				4. Preparations for the meeting and work on Logistics			
				5. Prepare and send letter or notification emails and messages for the Conference/meeting.			
				6. Coordinate the conference/meeting			
				Work on resolutions of the meeting			
				Monitor school Academic activities.			
18. Support Health Promoting School/PSET institution initiatives	53CB	SISSA & National Secondary School Games	Coordinate the SANMA Principals Association in Preparations of the National Secondary School Games 2026.	1.The SANMA Education Office to work with the SANMA Principals association to Plan and Budget on the attendance of the SANMA and Luganville Students 2. Participation for the National Games.			

52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.	53CB	Conduct Training on Developing school rules and policies	Conduct Workshop for Key Teachers, 11 Primary and 1Secondary School Key teachers (Sanma 12 Area Councils)	1.Discuss teacher's workshop with PEO 2. Prepare invitation Letters for teachers. 3 PEO to sign letters for teachers attending workshop. 4. Request an officer from SBM to conduct the training through PEO Sanma 5. Prepare Budget with PFO 6.Liase with PFO to Fill imprest form for budget 7.Coordinate Workshop logistics 8. Conduct Workshop 9 Prepare report of Workshop done and submitted to PEO Sanma plus Imprest Acquittal			
62. Support the establishment and implementation of policies and	53CB	-School Visits -Monitoring tools &	Visit Schools in Central Santo	1.Discuss school visit with PEO			

procedures for the monitoring of principal performance.		Awareness. (Templates & Checklist)	inland and South Santo Area 80% Primary Schools 100% Junior Secondary School	2.Prepare Monitoring Tools and Check List 3.Show &discuss the tools with PEO and get approval. 4.Liase & Prepare Budget with PFO 5.Fill Imprest Form with PFO 6.Prepare school visits logistics 7.Conduct the school visits 8.Prepare &submit the school visits to PEO plus Imprest Acquittal			
66. Support financial management training for levels (central, province and school/PSET institution)	53CB Finance Unit	Refresher Finance Training conducted & delivered to newly contracted Principals for 3 Secondary & 10 Primary Schools.	Refresher Financial Training is conducted to newly contracted Principals of Secondary Schools & 10 Primary Schools by end March.	1. To identify the school's Principal to attend Financial Refresher training. 2. To Prepare Training Materials for the Training. 3. To get an approval on the list of school Principals by PEO.			

			4. Communicate to school Principals to attend School Financial Training.	
			5. To prepare the logistics for the Financial Refresher Training.	
			6. To Deliver School Financial Manual Training to the Principals.	
			7. Report provided.	
3. Support the implementation of the school financial manual	53CB Finance Unit	Monitoring & Verification visit to Schools on Financial Management Manual to 87 Primary Schools and 15 Secondary Schools.	Monitoring visits to school is conducted to 87 Primary & 15 Secondary School Principals by end of November.	1. To prepare a plan for Monitoring visits. 2. To identify the schools for Monitoring Visit on School Financial Management manual. 3. To get an approval by PEO on the list Schools. 4. To inform school principals on Monitoring Visit.

				5. Monitoring visits being carried out to the principals.			
				6. Report provided.			
87. Support capacity building for planning, reflection, and timely reporting	53CB Finance Unit	Reporting of Financial Reports for Sanma Primary & Secondary Schools.	90% of Primary and Secondary School Finance reports updated and uploaded into the Open VEMIS by November.	1. To inform all School Principals to submit Monthly, Quarterly and Annual reports. 2. To get an approval on financial reports by PEO. 3. To ensure Approved Reports must be return to schools for upload into the OV. 4. Register schools that submit their Financial Reports. 5. Produce feedback to School Principals who submit their reports.			
3. Support the implementation of the school financial manual	53CD Finance Unit	Coordination of Office Grant, Manage Payables and Receivables for PEO.	Financial Report for Office Grant is Managed & updated by November	1. Expenses for the Office. 2. PEB Bank Statement must be collected & updated daily with			

				Expenses and Income.			
				3. Bank all receivables.			
				4. Prepare PV & Cheque for Payables.			
				5. Payment of supplies.			
				6. Filing of receipts and payments.			
				7. Update cashbook payment.			
				8. Submission of Acquittal Imprest.			
7. Monitor implementation of school/PSET institution maintenance manual	53CB	6.School Maintenance Manuel reviewed and updated	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	1. Provide Assistant to school Principal and teachers about Maintenance Manuals how to Operate Maintenance in a School Structures. 2. Provide Assistant to school Handyman/Maintenance officer to understand how to Retrofit safe			

				school structures according to engineers and Architectures Designs.			
	53CB	8.School Plumbing Maintenance Manuel reviewed and updated	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	1. Revise the school plumbing Maintenance manual to include sustainable plumbing requirements. 2. Distribution of school Plumbing Maintenance Manuel to all schools			
9. Strengthen asset management	53CB	7.Asset Master plan develop and approved	Targeted N# of schools: ECCE – 50 PS – 50 SS- 15	1. MoET SANMA Asset Registry updated 2. ECCE, Primary and Secondary school assets registry check and updated.			
73. Support the implementation and monitoring of the asset policy and	53CB	Education Office building is repainted.	Roof and walls are painted.	1. Provide Quote 2. Submission to PEO for approval 3. Commit LPO			

Capital Works Development Plan				4. Collect Materials from supplier 5. Identify Local contractor 6. Renovation 7. Supervision Tasks 8. Complete 9. Provide report			
19. Support Inclusive Education initiatives	53CB PIECS	1. Inclusive Education Policy reviewed and implemented.	15 Schools (8 ECCE, 7 primaries).	1. Review and establish a development plan and budget. 2. Prepare training logistics 3. Conduct awareness to the schools and train school IE teachers, deputies and principals who ready to write their school inclusive policy 4. Visit to schools that have gone through IE Trainings to follow up with the progress of inclusive Policy.			

				5. Document the activities conducted and do final report and recommendations delivered.			
	53CB PIECS	1. Children have equitable access to schools 2. Implementation of Individual Education Plan.	15 Schools (8 ECCEs, 7 primaries).	1. Review and establish a development plan and budget 2. Prepare training logistics 3. Contact awareness to schools and communities 4. Visit to schools and that having gone through IE Trainings to follow up with the progress of the IEP. Outreach to communities. 5. Monitoring to schools on the IEP progress 6. Document the activities conducted and do final report and			

				recommendations delivered.			
37. Support the mentoring and monitoring of the new curriculum implementation	53CB	8. Learning and Teaching is informed by assessment data, explicitly attainment and progress of all pupil groups, with a particular focus on externally validated data, to ensure constant improvement of pupil learning and the efficiency of the education system	(Training of the Class base Assessment Handbook) – CDU and the Reporting Guideline Target Schools X 15 PS	1.Prepare a plan for the Class Base Assessment Book and Report Guideline workshop. 2.Choose 15 Primary pilot schools, 3.Prepare Budget for the training 4.Prepare Logistics 5.Send invitation to school Academic teachers 6.. Contact training 7.. Make sure Participants contact school base with their teachers 8. Monitor Progress on the use of these CDU products in the schools 9. Provide report to PEO and the Schools.			

	53CB	Visitation to school libraries. -6 schools in Luganville. -3 schools in Semi-Urban areas.	-6 urban library school and -3 Semi-urban school visited by VSA and Counterpart.	1. Identify Schools 2. Inform PEO 3. Schedule date of visit 4. Visit School.			
	53CB	Training is provided to Luganville and Semi urban Schools librarians.	- 9 schools' librarians are trained to manage a school library.	1. Plan 2. Identify materials needed for training. 3. Collect materials 4. Inform participants 5. Conduct training. 6. Provide Report			
	53CB	Support is provided to Sanma 5 piloted CIP schools.	-5 piloted schools supported are (Najarawelu, Tasmalum, Tata, Natawa, Mwast) By May	1. Plan 2. PEO Approval 3. Commits LPO 4. School Visitation 5. Training conducted 6. Report Provided for each school.			

	53CB	Support is provided to Luganville CIP piloted schools.	-5 CIP piloted schools (Ste Therese,Luganville EST, Banban, Santo East, Kamewa)	1. Plan 2. PEO Approval 3. Commits LPO 4. School Visitation 5. Training conducted 6. Report Provided for each school.			
	532CB		Support the improvement of literacy & numeracy in 45 Primary schools. • School Principals, Year 4 Teachers literacy Training. Year 1 – 3 Phonics Training	1. Identify Literacy & Numeracy Challenging schools 2. Work on Training package. 3. Work on planning and Budget submit to PEO for approval 4. Coordinate Logistics and communicate information to schools 5. Contact training 6. Facilitators Report to PEO			
	53CB	10.Ensure all of teachers are	Teacher support training	1. Meet with the SANMA Principals			

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		making demonstrable use of assessment data in planning learning and teaching activities, catering the specific needs of individual students	conducted for Junior and Senior Language and Maths. Encourage effective subject clubs X 9 JSS X 8 SS	Association and it's Academic Committee to discuss on how best we can improve and help Subject teachers' clubs for Academic discussion and trainings, 2. Plan Subject teacher's club trainings and meetings 3. Budget the trainings and organize with schools to be responsible to fund the teachers for trainings towards academic improvement, 4. Allow the SANMA Principals Association Academic team to coordinate the programs 5. SANMA Education office to support and monitor.			

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53. Support appropriate and targeted delivery of training/professional development for teachers	53CB	78. Professional development for teachers (School & Zone base)	Effective PDP for Techers School Base Refresher training reported on. Revive Zone base assessments and Provincial Monitoring for quality teaching. X 6 Area	1. Assist Schools to Prepare school Base PDP for Curriculum Improvement support and submit to Provincial SBM unit 2. Coordinators monitor the improvement support programs and give support for improvement. 3. School Spot check Visits on School Base PDP for teachers on loose Fridays (Plan to be submitted separately to PEO) 4. Coordinators Report to PEO			
59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.	53CB	79. Provide Support and monitoring for effective teaching practices.	70 primary and 50 SS Principals and teachers are observed for improvement.	1. To identify and select schools in desperate need for improvement 2. To advice principals on monitoring and evaluation of pedagogies.			

				3. Principals to submit monitoring and evaluation reports to PEO.
				4. PEO to verify submitted information
				5. PEO to provide feedback to schools
49. Support the establishment of policies and implementation frameworks for all areas associated with principals training and performance review.	53CB (SPEA)	Training delivered to Schools in developing their SIP/SSP.	SPEA and Coordinators Deliver training to 15 Primary School Principals & 5 Secondary School Principals By July.	1. To Identify Schools with difficulties in Preparing and reporting SIP / SSP.
				2. To develop a support training plan
				3. To get approval from the PEO
				4. To prepare SIP/SSP training logistics arrangements
				5. To communicate to the school Principals & SC Chair
				6. To Conduct SIP/SSP Training on planning & Reporting

11. Monitor implementation of WASH policy	53CB	3-star approach in schools is improved	20 Primary Schools 2 Secondary Schools. 3-star approach is improved by October	1. To prepare plan and budget 2. To seek approval 3. To apply for Imprest 4. To prepare logistics 5. To conduct school visit, support and refresher training on WINS with key five (5) Area Executive Principals Committee. 6. To prepare report			
	53CB	BMI data updated	20 Primary Schools, Students BMI are uploaded into OV by June	1. To verify school BMI data on OV 2. To remind School Principals on data input To prepare progress report			
18. Support Health Promoting School/PSET institution initiatives	53CB	HPS Committee meeting conducted	HPS meeting conducted by March	1. To prepare plan and budget			

				2. To consult with public Health and PEO for approval 3. To prepare logistics 4. To coordinate meeting To Prepare report			
37. Support the mentoring and monitoring of the new curriculum implementation	53CB	BOT (Basic Operation Test)	87 Primary Schools are tested in Basic Operation Test by End of April 2025 and by end of October 2025.	1. Notify 87 primary schools about the BOT test schedule. 2. Prepare test package 3. Print & Photocopy 4. Dispatch to schools 5. Receive and analyse results 6. Report to PEO and Schools. 7. Schools work on their weak areas and students for improvement			
	53CB	VANSTA & PILNA Results Awareness	Contact VANSTA & PILNA Result Awareness to six (6) Zones	1. Draw up Awareness plan			

			including surrounding school communities. By May 2025	2. Get approval from PEO 3. Prepare Awareness Presentation 4. Prepare logistics 5. Inform Schools in different Zones 6. Contact Awareness 7. Follow up on good practices in schools Evaluation & Reporting			
	53CB	Year 8 Provincial Exams	Sanma 18 Centre Schools 13 Secondary Schools Year 8 to be tested in their Academic Progress for placement to Year 9	1. Meet with the Sanma Principal Association and its Academic committee to discuss on the preparation of the Year 8 Provincial Exams. 2. Secondary Coordinator to work with Sanma School Principals Academic Committee to identify subject			

				teachers in different Area Executive to take part in the preparation and writing of Year 8 Exams.			
				3. Prepare Exam Blueprint			
				4. Writing of Year 8 Exam Papers (First Draft)			
				5. First Check (Moderator)			
				6. Revisit Draft and Make Changes			
				7. Work on Answer Sheets and Marking criteria			
				8. Exam Timetable is Prepared and send to concern schools.			
				9. Final Draft			
				10. Final Check			
				11. Printing			
				12. Picking and Stabling			

				13. Packaging			
				14. Delivered to schools			
				15. Prepare Marking Logistics			
				16. Prepare Marking Budget			
				17. Prepare Marking and recording equipment and tools			
				18. Marking and Recording			
				19. Analysis of marks			
				20. Year 9 Placement listing			
				21. Announcement of Placements			
				22. Report on Year 8 School Performance (Report and Presentation)			
87. Support capacity building for planning, reflection, and timely reporting	53CB	Support & strengthen SSP reports (Quarterly)	Sanma Education SBM Unit, SPEA and Coordinators Support and Strengthen	1. Send reminder messages via, email, FB Page, Verbal Communicati			

			Monitoring on SSP quarterly Reports received from School Principals	on, Annual calendar, SBM Revised Timetable... 2. Provincial SBM Unit Coordinators received SSP quarterly Reports and Support Weak School Principals.			
	53CB	Support School Principals in Preparing their following years SEF, SSP, and AWP & Budget.	SSPEA and Coordinators Support schools in advising school Principals on when, How and who to work with in developing their following year SEF, SSP, AWP & Budget.	1. Remind schools on Planning Preparation & Submission deadlines 2. Support School Principals to develop their following year SEF, SSP, AWP, Budget & Fee Structure. 3. Collect Planning and Summarize reporting data			

				from School Planning. 4. Submit Reports to PEO & SBM			
37. Support the mentoring and monitoring of the new curriculum implementation	53CB	Support learning and teaching programs to enrich and enhance quality students' performance.	60 Primary Teachers, 10 PS Principals, 30 Secondary School Teachers & 10 Secondary School Principal Observation are contacted by 31 October 2025	1. Principals contact teacher Observation entered to Kopo 2. Coordinators Contac 3. Principals Observations entered to Kopo			
	53CB	Induction for School council and School Community Association	Coordinators and SPEA Contact School Council and School Community Association Induction in 6 Area Councils.	1. Plan and Budget for School Council & School Community Association Induction in 6 Zone/ Areas in Sanma. 2. Logistic Arrangement 3. Contact Induction Report on required task.			
80. Review implementation of MoET Structure at	53CB	Good customer service is delivered with	All Sanma Schools	1. Make sure daily customer services is given to visitors,			

the provincial level and the provincial office structure.	Secretary	effective communications to the public, Schools and the Ministry Central. - Main behind the scenes in administration tasks		School Principals and teachers and the public at large, 2. Prepare official letters 3. Keep filings 4. Answer calls and emails 5. Coordinate submission of important documents to the Ministry			
	53CB Cleaner	Keeping the SANMA Education office in good looking at all times	1	1. Keep the office environment nice and clean at all times.			
48. Support the digitization of curricular resources/instructional materials	53CB	Monitoring of teachers on Bloom Library practices	30 teachers in 3 Area Councils	1. Make plans 2. Prepare Budget 3. Make logistic 4. Contact training 5. Write up report			

37. Support the mentoring and monitoring of the new curriculum implementation	53CB	Monitoring the implementation of phonics	30 ECCE centres in 3 area councils.	1. As above			
52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.	53CB	Training teachers and Key Teachers on Creating toys using local materials	16 Key teachers and 32 ECCE teachers in 11 area councils	1. Choose Community as venue which have all local materials and accepts offer 2. Prepare plan and Budget 3. Make logistic arrangement 4. Contact training 5. Distribution			

83. Support the Implementation of OV policy	53CB OV Unit	Open VEMIS training conducted to newly appointed principal for class and Student enrolment data.	Training conducted to 30 Principal by March	1. To identify school principal to attend OV training. 2. To get approval on the list of the school to attend Open VEMIS training, by the PEO. 3. To prepare logistical arrangements for the OV training. 4. To communicate to the school principals about the OV. 5. Conduct OV training. 6. Provide report.			
	53CB OV	Work with Schools on Teaching and Learning Resources	Find out from Damage schools on what textbooks they have lost and report to CDU for replacement.	1. Contact schools to find out on their textbooks 2. Make a list of Schools with need of different grades textbooks that are damage by TC Judy & TC Kevin. 3. Send list to CDU			

				4. Contact recording and distribution for any teaching and learning resources received.			
27. Support the Implementation of Early Childhood Development policy	53CB PSP & MEAL	104. Implement ECCE Policy and Minimum Quality Services Standards to monitor and improve the quality of Pre-Education	7 ECCE Centres will be supported and monitored for Role Modelling of PSP Program	1. To develop selection criteria for ECCE centre to meet the standard of role modelling PSP Program. 2. ECCE Coordinator to develop the selection criteria 3. PEO to approve the selection criteria 4. To monitor and provide support supervision and mentoring, coaching to ECCE teachers. 5. To select the best 7 ECCE Centres in role modelling PSP program 6. Report and monitoring.			

3.5.3 Penama Provincial Education Office

Program	Activity Code (53CC)	Service target	Target	Action	Progress *(on track, complete or behind schedules)*	If behind schedules, What is the challenges encounter	Way forward /General comment's
28. Support the review and implementation of the PSET policy	53CC PEO	Coordinate pathways for out of school children, yr. 10 and 12 & 13 is conducted	Coordinate Provincial Training board/Task force meetings for establishment of 1 Provincial PSET centre by November	1. Plan and budget for the meetings 2. Apply for impress 3. Arrange logistics 4. Conduct meetings 5. Produce Report	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track	Development of Provincial PSET Centre is progressing but awaiting appointment of Penama Provincial Training Board	
	PFO		Facilitate imprest of funding availability and retirement report	1. Check impress application 2. To Commit LPO 3. Work with FSB to register impress payment 4. Follow up with impress payment 5. Assist with retirement	1 .On track 2. On Track 3. On Track 4. On Track 5. On Track		

				Journals and retire imprest to FSB			
	PSET		Coordinate skills information and capacity support to schools for 14 schools by October	1. Create database template 2. Prepare plan and budget 3. Apply for imprest 4. Coordinate logistics 5. Analyse and support 6. Provide feedback report	1. On track 2. On track 3. On track 4. On track 5. On track 6. On track		
	Secondary Coordinator		Assist schools to identify potential career skills for individual students and initiate support from yr 7 to yr 13 for 10 schools by August	1. Prepare plan and Template 2. Assist school on conduct Baseline and support 3. Produce a report	1. On track 2. On track 3. On track		
	Primary Coordinator		Coordinate monitoring and support cultural	1. Plan and budget 2. Seek approval	1. On track 2. On track		

			education in formal education for 10 school by November	3. Conduct Logistics 4. Apply for imprest 5. Conduct Training 6. Produce report	3. On track 4. On track 5. On track 6. On track	
	Secretary Typist		Coordinate meeting logistics/minute for 6 meetings by November	1. Prepare invitations and conduct logistics 2. Disseminate minutes 3. Provide report	1. On track 2. On track 3. On track	
	Cleaner		Facilitate catering and venue preparation for 6 meetings	1. Plan 2. Prepare Venue 3. Provide catering 4. Provide Report	1. On track 2. On track 3. On track 4. On track	
	PMO		Coordinate renovation /new building designs plan and quotes for 4 buildings by December	1. Develop Site Plans 2. Create Design 3. Collect Material list 4. Collect quotes 5. Present to PTB 6. Provide plan	1. On track 2. On track 3. On track 4. On track 5. On track 6. On track	

13. Finalize and implement the National School Infrastructure Development Plan	53CC PEO	Registration of new ECCE, Primary, Junior and Secondary Schools is conducted	Coordinate Registration of 4 Junior Sec Schools, 4 Primary Schools and 3 ECCE by March	1. Request submissions of applications 2. Plan and budget for PEB meeting 3. Apply for imprest 4. prepare logistics 5. conduct meetings 6. recommendations to PPU	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete		
	PEA		Support school registration application for 11 schools by April	1. Assist schools to meet criteria of applications 2. Coordinate application submissions 3. Produce Report	1. Complete 2. Complete 3. On Track		
	Secondary Coordinator		Facilitate Provincial site assessments for 1 secondary school by October	1. Prepare plan and budget x2 2. Seek approval 3. Apply for impress 4. Prepare Logistic	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete		

			5. Conduct Assessment 6. Produce Report			
Primary Coordinator		Coordinate provincial site assessments for 3 primary schools by October	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistics 5. Conduct Assessment 6. Produce report	1.Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete	Site Assessment yet to complete	
Secretary		Coordinate meeting logistics/minute for 1 meeting by March	1. Prepare invitations and conduct logistics 2. Disseminate minutes 3. Provide report	1. Complete 2. Complete 3. Complete		
Cleaner		Facilitate catering and venue preparation for 1 meeting by March	1. Plan 2. Prepare Venue 3. Provide catering 4. Provide Report	1. Complete 2. Complete 3. Complete 4. Complete		

75. Support the implementation and monitoring of the IT policy	53CC PEO	Adapt Google Classroom training for ICT teachers and Principals is achieved	Coordinate Google classroom Training for 15 Principals and 15 ICT teachers by May	1. Select Schools 2. Coordinate Training 3. Receive Training Report	1. Complete 2.Complete. 3. Complete	7 out of 15 Schools Completed Training	
	Secondary Coordinator		Coordinate training participation and logistics for 15 schools by May	1. Prepare plan and budget 2. Seek approval 3. Apply for impress 4. Conduct logistics 5. Coordinate training 6. Produce report	1.Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete	1 out 5 Secondary School Complete Training	
	Primary Coordinator		Coordinate ICT Training venues, participation and Logistics for 30 Principals and 30 ICT teachers by May	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct logistics 5. Coordinate arrangement 6. Produce report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete	6 out of 10 Primary Schools Complete	
	PFO		Process and facilitate of	1. Check imprest Application	1. Complete		

			funding availability and retirement of Accountable Imprest Funds for the Activity	2. Commit LPO 3. Work with FSB to register imprest 4. Follow up with imprest payment 5. Assist with retirement journals and retire imprest to FSB	2. Complete 3. Complete 4. Complete 5. Complete		
85. Support analysis of results by Directorates	53CC PEO	School information assessment reports are supervised	Supervise analysis and feedback reports for 196 schools by Dec	1. Feedback reports received	1. On Track		
	PEA		Ensure schools comply with the due dates of reports/Activity Calendar for 196 Schools by December	1. Develop Provincial activity Calendar 2. Remind principals of due dates of activities 3. Recommendation for compliance 4. Provide quarterly reports	1. On Track 2. On Track 3. On Track 4. On Track		
	PFO		Monitoring and support schools with annual	1. Identify new principals	1. Complete 2. Complete		

			budget implementation for 88 Schools (new financial manual implementation) by December	2. Prepare budget 3. Seek PEO approval 4. Apply for imprest 5. Conduct training 6. Provide monitoring and support 7. Produce analysis feedback report to schools	3. Complete 4. Complete 5. Complete 6. Complete 7. On Track		
	PVO		School data on OV is uploaded, updated and analysed and provide feedback for 196 schools by December	1. Plan and budget 2. Seek approval 3. Conduct logistic 4. Apply for imprest 5. Enter student data/analysis/provide feedback and support 6. Produce report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. On Track		
	Secondary Coordinator		Analyse SSP implementation and school reports and provide feedback	1. Plan and budget 2. Seek approval 3. Conduct logistic 4. Apply for imprest	1. Complete 2. Complete 3. Complete 4. Complete		

			for 14 secondary schools by December	5. Analyse 6. Provide feedback and support 7. Produce report	5. Complete 6. Complete 7. Complete	
	Primary Coordinator		Facilitate analysis of SSP implementation and school reports and provide feedback for 63 schools by December	1. Plan and budget 2. Seek approval 3. Conduct logistics 4. Apply for imprest 5. Analyse 6. Provide feedback and support 7. Produce report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete 7. On track	
	Secretary		Coordinate/Update school profiling for 196 schools by Dec	1. Update school profile 2. Disseminate feedback to schools 3. Provide monthly report	1. On Track 2. On Track 3. On Track	
	PMO		Supervise new school building renovation and new buildings as per building	1. Plan and budget 2. Seek approval 3. Apply for imprest	1. Complete 2. Complete 3. Complete	12 new classrooms complete and 5 renovated classrooms	

			quotes for 10 schools by July	4. Conduct logistics 5. Conduct assessment 6. Produce compliance report	4. Complete 5. Complete 6. On Track		
53. Support appropriate and targeted delivery of training/professional development for teachers	53CC PEO	Capacity building /development of Provincial staff, Principals and teachers is conducted	Coordinate and support capacity building for 5 provincial staff by December	1. Initiate training opportunities for staff 2. Prepare plan and budget 3. Apply for impress 4. Arrange logistics 5. Coordinate training 6. Provide report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. On Track	8 Staff have completed specific capacity development	
	Secondary Coordinator		Principals and teachers' capacity building for 10 teachers is conducted by December	1. Facilitate application and test 2. Facilitate training venues and logistics 3. Asist with training delivery 4. Provide support	1. Complete 2. Complete 3. Complete 4. Complete 5. On Track	7 out of 10 Teachers have completed specific Training	

				5. Produce report			
	Primary Coordinator		Coordinate Principals and teachers' capacity building training for 10 principals and 10 Teachers by December	1. Facilitate application and test 2. Facilitate training venues and logistics 3. Asist with training delivery 4. Provide support 5. Produce report	1. Complete 2. Complete 3. Complete 4. Complete 5. On Track	9 out of 10 Principals have completed specific training suppport	
	ECCE Coordinator		Coordinate teachers' capacity building for 20 teachers by December	1. Plan and Budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Coordinate training support 6. Provide Report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6 On Track	12 out 20 completed and still on progress	
	PFO		Process & Facilitate funding availability and retirement of Accountable	1. Check imprest application 2. Committed LPO	1. Complete 2. Complete 3. Complete 4. Complete		

			imprest funds for the activity	3. Work with FSB to register imprest 4. Follow up with imprest payment 5. Assist with retirement journals and retirement imprest to FSB	5. On Track		
70. Support the review and implementation of the updated MoET structure	53CC PEO	School Council Training Support is conducted	Supervise training support for 37 school councils by June	1. Training plan and budget received 2. Training outcome report received	1. Complete 2. On Track		
	PEA		Coordinate school council induction training for 37 schools by June	1. Plan and budget 2. Seek approval 3. Conduct logistics 4. Apply for imprest 5. Conduct training 6. Produce report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. On Track	20 out of 37 completed training	
	Secondary Coordinator		Facilitate School council Training Logistics for 5 Secondary is	1. Facilitate Training Logistics 2. Produce Report	1. Complete 2. On Track	3 out of 5 have completed training	

			conducted by June				
	Primary Coordinator		Facilitate School Council Training Logistics for 32 schools is conducted by June	1. Facilitate Training Logistics 2. Produce Report	1. Complete 2. On Track	17 out of 32 Completed Training	
18. Support Health Promoting School/PSET institution initiatives	53CC PEO	PISSA/National school Games preparation/registration is conducted	Facilitate LOC meetings x 5 by June	1. Prepare plan and budget 2. Apply for impress 3. Conduct logistics 4. Facilitate meeting 5. Provide minute	1. On track 2. On track 3. On track 4. On track 5. On Track	LOC Activity pending Games Council Approval	
	Secondary Coordinator		Assist with Rule/ Regulations / Preparation/Registration and support activities for 14 schools by Dec	1. Prepare plan and budget 2. Seek approval 3. Apply for impress 4. Conducted Logistic 5. Assist sport coordinator with tasking activities.	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track 6. On Track		

				6. Provide update report to LOC			
	PEO	Re-activate Physical Education in School is facilitated	Re-activation of physical Education in school for 5 schools is coordinated by Dec	1. Identify pilot schools 2. Prepare activity budget 3. Apply for impress 4. Conduct logistics 5. Conduct training support 6. Provide report	1. On Track 2. On Track 3. On Track 4. On Track 5. On Track 6. On Track		
	Secondary Coordinator		Support and monitor implementation of 5 school to develop physical education plan by Dec	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistic 5. Conduct Training Support 6. Provide report	1. On track 2. On track 3. On Track 4. On Track 5. On Track 6. On Track		
	PVO		Coordinate athletes and officials' registration and verification for 6	1. Collect registrations 2. Verification	1. On Track 2. On Track 3. On Track		

			Province & 2 municipality by Dec	3. Support team managers			
	Secretary		Facilitate training and meeting logistics for 10 trainings and meetings by Dec	1. Disseminate invitations 2. Conduct logistics 3. Disseminate minute 4. Provide report	1. On track 2. On track 3. On track 4. On track		
	Cleaner		Facilitate catering and venue preparation for 10 meeting by Dec	1. Plan 2. Prepare venue 3. Prepare catering 4. Provide report	1. On track 2. On track 3. On track 4. On track		
	PFO		Process & facilitate of funding availability and retirement of Accountable imprest funds for the activity	1. Prepare budget 2. Seek PEO approval 3. Apply for imprest 4. Assist LOC on sponsorship request 5. Assist to facilitate school contributions	1. On track 2. On track 3. On track 4. On track 5. On track 6. On track 7. On track 8. On track		

			6. Assist to communicate with other PEO's on Provincial Fees payment to LOC 7. Purchases of good & Services during preparation and during the games 8. Assist with LOC to prepare financial reports for VNSSG				
11. Monitor implementation of WASH policy	53CC PEO	Reopening of school Aid post is coordinated	Coordination of Health Promoting schools action plan trainings for 5 schools by October	1. Plan and Budget 2. Apply for impress 3. Conduct logistics 4. Conduct training support 5. Provide report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete	1 out of 5 completed	Require support from public Health for full implementation of activity
	Secondary Coordinator		Coordinate development of heath promoting plan for 5 schools by December	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistics 5. Coordinate Training	1. Complete 2. Complete 3. On Track 4. On Track 5. On Track 6. On Track		

				6. Produce report			
	Primary Coordinator		Coordinate development of health promoting plan for 10 schools by December	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistics 5. Coordinate Training 6. Produce report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete	1 out of 10 completed	
	PEO	Farm to School concept is replicated	Assist with Principals support training on the concept of farm to schools for 3 secondary schools by Sept	1. Plan and Budget 2. Apply for impress 3. Conduct logistics 4. Coordinate training support 5. Provide report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete	4 out of 3 completed	
	PEO	3 Star WASH refresher training and support is Supervised	Conduct refresher training for 44 schools by June	1. Reports receive	On track	Carry forward to 2026	Pending Funding Support from UNICEF
	Secondary Coordinator		Coordinate refresher training and support for 15 school	1. Plan and budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistic	1. On Track 2. Behind Schedule 3. Behind Schedule 4. Behind Schedule	Carry forward to third quarter	

			principals and 10 AAs by June	5. Conduct training 6. Produce report	5. Behind Schedule 6. Behind Schedule		
	Primary Coordinator		Coordinate refresher training and support for school principals and 10 AAs by June	1. Plan and budget 2. Seek approval 3. Apply for Impress 4. Conduct Logistic 5. Conduct training 6. Produce report	1. Complete 2. Behind Schedule 3. Behind Schedule 4. Behind Schedule 5. Behind Schedule 6. Behind Schedule		
	Safe School Officer		Coordinate improvement support on health hygiene education 10 schools by June	1. Plan and Budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistic 5. Conduct support training 6. Produce report	1. Behind Schedule 2. Behind Schedule 3. Behind Schedule 4. Behind Schedule 5. Behind Schedule 6. behind Schedule	Coordinator's Contract lapse in June 2025 so no activity implementation	
	PEO	School Environmental Health Assessment carried out	To assess and support schools on improving school environmental health (health promoting	1. Reports receive	Complete	7 out of 5 secondary school completed	

			schools) for 5 schools by June				
	Secondary Coordinator		Conduct awareness and planning on environmental health improvement plan for 2 secondary schools by June	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistic 5. Coordinate Training 6. Produce Report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete		
	Primary Coordinator		Coordinate school improvement plan on environmental health for 3 schools by June	1. Plan and budget 2. Seek approval 3. Apply for impress 4. Conduct Logistic 5. Coordinate Training 6. Produce Report	1. On Track 2. Behind Schedule 3. Behind Schedule 4. Behind Schedule 5. Behind Schedule 6. Behind Schedule	Nothing done yet	
	PFO		Process & facilitate of funding availability and retirement of Accountable	1. Check imprest application 2. Commit LPO 3. Work with FSB to register imprest	1. Complete 2. Complete 3.Complete 4.Complete 5. Complete		

			imprest funds for the activity	4. Follow up with imprest payment 5. Assist with retirement journals and retire imprest to FSB			
	Safe School Officer	Awareness/Support to schools on relevant policies (SBDRR, WASH, EIE, Gender, Social Citizenship, MHPSS) is conducted	Coordinate awareness/support to schools on policies and implementation for 20 schools by December	1. Prepare plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct awareness/support to schools 5. Produce reports	1. Behind Schedule 2. Behind Schedule 3.Behind Schedule 4. Behind Schedule 5. Behind Schedule	Coordinators contract lapse in June so, no progress in activity implementation	
80.Review the implementation of MoET Structure at the provincial level and the provincial office structure.	53CC PEO	Assess and record for school / office facilities and assets is facilitated.	Supervise teaching and learning resource assessment for 38 Schools by June	1. Reports receive	1. Complete	7 out 38 schools completed	
	PMO		Facilitate assessment and inventory/support training of all school assets and	1. Develop training tool 2. Plan and budget 3. Seek approval	1. Complete 2. Complete 3.Complete 4. Complete		

			facilities (Building Capacities, inclusive accessibility) for 38 schools by June	4. Apply for imprest 5. Conduct logistics 6. Conduct training 7. Produce report	5. Complete 6. Complete 7. Complete		
	Driver		Facilitate daily schedule for checks and services for office vehicles and 2 grass cutters by December	1. Produce daily checks and services schedule 2. Plan and budget 3. Seek approval 4. Apply for imprest 5. Facilitate checks and services 6. Provide report	1.On track 2. On track 3. On track 4. On track 5. On track 6. On track		
59. Support the establishment and implementation of policies and procedures for monitoring teachers/trainers' performance.	PEO	Principals and Teachers Performance are assessed, analyse and support initiate is coordinated. (Principals Forum)	Assist 50 schools Principals on improving teacher/Principals monitoring by October	1. Develop monitoring template 2. Coordinate Principals training on the monitoring tool 3. Analysis and feedback provided 4. Reports	1. Complete 2. On Track 3. On Track 4. On Track		

62. Support the establishment and implementation of policies and procedures for the monitoring of principal performance.	Secondary Coordinator		Assess, analyse and provide support initiative (subject teacher forum, good performing principal/teachers) for 14 Principals and 40 Secondary teachers by October	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Conduct spot check 6. Produce report	1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete	8 out of 14 secondary schools completed	Financial constraints limit the roll out on Pentecost
	Primary Coordinator		Assess, analyse and provide support initiative (subject teacher forum, good performing principal/teachers) for 63 Principals and 100 Primary teachers by October	1. Plan and budget 2. Seek approval 3. Apply imprest 4. Conduct Logistics 5. Conduct spot check 6. Produce report	1. Complete 2. Complete 4. Complete 5. On track 6. On track	31 out of 63 primary school principals have completed with over 50 teachers	
	ECCE Coordinator		Assess, analyse and provide support initiative (subject teacher forum, good performing	1. Plan and budget 2. Seek approval 3. Apply imprest 4. Conduct Logistics	1. Complete 2. Complete 3. Complete 4. Complete	7 out of 10 Keys teachers and 40 teachers	

			principal/teacher s) for 10 Key teachers and 100 ECCE teachers by October	5. Conduct spot check 6. Produce report	5. Complete 6. Compete		
	53CC PEO	Schools from K to Senior have developed Literacy and Numeracy Inclusive improvement plan	Supervise support training for development of Literacy and Numeracy inclusive improvement plan for 20 schools by April	1. Reports received	On track		
	Secondary		Coordinate and support school Literacy and Numeracy inclusive improvement plan for 14 Secondary schools by April	1. Collect plans 2. Analysis 3. Provide feedback 4. Support	1. Complete 2. Complete 3. Complete 4. Complete	6 out of 14 have submitted their academic Plans	

	Primary Coordinator		Facilitate literacy and numeracy awareness and baseline assessment for 30 schools by December	1. Plan and Budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistics 5. Conduct Awareness and Baseline assessment 6. Produce Report	1. On track 2. On track 3. On track 4. On track 5. On track 6. On track		
	ECCE Coordinator		Facilitate literacy and numeracy awareness and baseline assessment for 30 ECCE schools by December	1. Plan and Budget 2. Seek approval 3. Apply for Imprest 4. Conduct Logistics 5. Conduct Awareness and Baseline assessment 6. Produce Report	1. On track 2. On track 3. On track 4. On track 5. On track 6. On track		
	PEA		Coordinate schools Literacy, Numeracy Inclusive improvement plans	1. Develop Template 2. Plan and budget 3. Seek approval 4. Apply for imprest	1. On track 2. On track 3. On track 4. On track		

			consultation for 15 schools by Dec	5. Conduct Logistics 6. Conduct Consultation 7. Produce Report	5. On track 6. On track 7. On track		
87. Support capacity building for planning, reflection, and timely reporting	PEO	Process of School SEF, SSP, Budget and Fee Structures are coordinated	Supervise improvement process of school plans budget and fee structure for 78 Schools by December	1. Reports received on quarterly basis	1. On track		
	PEA		Facilitate submission of all SEF, SSPs, Budget and fee structure for 77 Schools by November	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Assist key principals to support schools 6. Produce compliance report	1. On track 2. On track 3. On track 4. On track 5. On track 6. On track		
	Secondary Coordinator		Facilitate analysis and provide feedback support on SEF, SSP for 14	1. Analysis plans 2. Provide feedback 3. Upload	1. On track 2. On track 3. On track		

			secondary schools by Nov	4. Produce Report	4. On track		
	Primary Coordinator		Facilitate analysis and provide feedback support on SEF, SSP for 63 primary schools by Nov	1. Analysis plans 2. Provide feedback 3. Upload 4. Produce Report	1. On track 2. On track 3. On track 4. On track		
	ECCE Coordinator		Facilitate analysis and provide feedback support on EIP for 119 ECCE schools by November	1. Analysis plans 2. Provide feedback 3. Upload 4. Produce Report	1. On track 2. On track 3. On track 4. On track		
	PFO		Analyse/Monitor/ Review and support schools with new financial manual (budget implementation, fee structure, grant code) implementation by December	1. Prepare plan and budget 2. Seek PEO approval 3. Process imprest application 4. Produce Report 5. Monitoring/revie w and support	1. Complete 2. Complete 3. Complete 4. On track 5. On track 6. On track		

				6. Produce report			
	PMO		Facilitate verifications of new school development captured inside SSP for 77 schools by Nov	1. Conduct verification for school plans inside SSP against Quotations 2. Submit report	1. On track 2. On track		
26. Monitor the implementation of the parent support program	53CC PEO	Community engagement on students learning/Behaviour is facilitated	Awareness and support training for community participation for 15 schools by November	1. Coordination report receive	1. Complete	1 out of 15 schools completed	Teacher strike has disturb the implementation of the activity.
	Secondary Coordinator		Encourage schools to involved community in students learning and behavioural support for 10 schools by November	1. Conduct baseline 2. Produce report	1. Complete 2. Complete	1 out of 10 school completed.	

	Primary Coordinator		Coordinate school plans for integration of Cultural & Spiritual teaching & learning to promote behavioural support initiative for 10 schools by June	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Conduct consultation 6. Produce Report	1. Behind schedule 2. Behind schedule 3. Behind schedule 4. Behind schedule 5.Behind schedule 6. Behind schedule	
	ECCE Coordinator		Parental support refresher training/task force working groups for 119 schools by June	1. Plan and budget 2. Seek approval 3. Apply for imprest 4. Conduct Logistics 5. Conduct Training 6. Produce Report	1. Behind schedule 2. Behind schedule 3. Behind schedule 4. Behind schedule 5. Behind schedule 6. Behind schedule	

3.5.4 Malampa Provincial Education Office

Program	Activity Code	Service Target	Target	Action	Progress (on track, complete or behind schedules)	If behind schedules, What is the challenges encounter	Way forward /General comment's
3. Support the implementation of the school financial manual	53CD	School finance maintained and uploaded in OV by schools	1	1. To assist new Principal in finance training			
				2. To monitor school financial entries in OV			
				3. To collect and approved financial OV reports			
		Monitoring school financial procedure	20	1. To identify school and select 20 school			
				2. To prepare logistic Arrangement			
				3. To conduct monitoring			
				4. To produce a progressive report to PEO			
			1	1.To prepare logistic arrangement			
				2. To schedule date			

		New principal Induction in Finance workshop		3. To conduct workshop			
				4. To report to PEO			
1. Support the review process of the school grant processes	53CD	Grant criteria are monitored, compliances implemented and uploaded to OV by schools.	226	1. To notify all Principals on Grant criteria			
				2. To meet with all concern officers			
				3. To assist school principal to meet all grant criteria			
				4. To monitor Grant criteria updated in OV			
				5. To confirm eligible schools			
37. Support the mentoring and monitoring of the new curriculum implementation	53CD	Phonics Training (year K,1-3)	1	1. To develop training package			
				2. To schedule training dates			
				3. To conduct trainings in the area councils			
				4. To monitor implementation progress			
				5. To prepare report			
	53CD	Balanced Literacy Implementation	1	1. To schedule Malekula, Paama & Ambrym monitoring program			

		in schools in Malekula, Paama and Ambrym		2. To prepare monitoring program budget, resources & Logistics			
				3. To secure monitoring funds			
				4. To monitor balanced literacy activities			
				5. To provide reports to PEO			
	53CD	Physical & Digital Library (ECCE)	1	1. To prepare training material and logistic			
				2. To conduct training			
				3. To monitor schools			
	53CD	Restocking school Libraries on Malekula and Ambrym	10	1. To negotiate with schools and library project for transportation fees			
				2. To collect and distribute library resources			
				3. To accommodate Library project's activities			
				4. To provide quarterly report to PEO			
	53CD	Toy making workshop for ECCE teachers	10	1. To contact Key teachers for training preparation			
				2. To monitor key teachers			

				3. To report to PEO			
	53CD	ECCE curriculum training Northwest B Malekula	1	1. To prepare training material and logistic			
				2. To conduct training			
				3. To monitor schools			
				4. To report to PEO			
	53CD	Assessment of schools using the Malampa school assessment tool on Malekula, Ambrym and Paama	35	1. To schedule & budget School Visit program in Malekula, Ambrym & Paama.			
				2. To prepare School visit Logistics and secure funds			
				3. To implement school Visitation program			
				4. To report on Principals management performance			
	53CD	School Baseline Survey Monitoring of School Principal	1	1. To assist SBM to do the survey			
7. Monitor implementation	53CD	Renovation of staff house	1	1. To carry out a building audit on all staff houses			

of school/PSET institution maintenance manual				2. To analysis and identify which staff house to renovate			
				3. To collect quotation for purchase of materials			
				4. To renovate the identified staff house			
	53CD	Infrastructure standard trainings conducted to all schools	1	1.To liaise with facility unit for preparation of information Materials			
				2.To select workshop participants.			
				3.To conduct training			
				4.To monitor implementation of standards in schools			
				5.To report back			
	53CD	School visitation to Ambrym, Paama and Malekula schools	226	1. To prepare logistics and budget 2. To prepare resource materials for SC, Principal and SCA workshop. 3. To conduct 1 day workshop on improvement strategics and Issues raised.			
	53CD	Monitoring and assist completion	35	1. To complete the entry of assets in PFO, s computer			

		of Assets survey in schools		2. To analysis the asset data			
9. Strengthen asset management				3. To provide feedback to schools			
				4. To monitor schools			
7. Monitor implementation of school/PSET institution maintenance manual	53CD	school maintenance plan monitored	35	1. To prepare Logistic arrangement			
				2. To conduct monitoring			
				3. To report on the monitoring			
19. Support the inclusive initiatives	53CD	Inclusive Education Policy is implemented and monitored in all schools.	226	1. To distributed inclusive policy to all schools.			
				2. To plan workshops on IEP policy on Paama, Ambrym and Malekula.			
				3. To monitor the implementation of IEP in schools			
				4. To produce report			
		Community awareness program is implemented on inclusive initiatives in	1	1.To produce information materials			
				2. To plan for awareness program			
				3.To conduct awareness programs in school communities.			

		schools/Mental and Social health.		4.To monitor inclusive activities in school programs			
18. Support Health Promoting School/PSET institution initiatives	53CD	Implementation of HPS activities in schools is monitored and assisted	10	1. To Introduce new schools into the program			
				2. To assist new schools to create HSP policy			
				3. To provide report of feedback to new school.			
				4. To monitor implementation Plan of Health policy			
				5. To produce reports			
11. Monitor the implementation of WASH Policy	53CD	Wash policy is implemented and monitored in schools	226	1. To prepare logistic for two venues			
				2. To conduct workshops on WIP on Malekula and Ambrym.			
				3. To monitory the implementation of wash policy in schools			
				4. To produce a report			
			110	1. To prepare a monitoring sheet			
				2. To notify all Principals of data entry due dates			

				3. To monitor all school WASH data			
				4. To produce a report to PEO			
9. Strengthen asset management	53CD	Land Lease payment made	3	1. To confirm sample check			
				2. To provide an awareness			
				3. To make payment			
		PSET providers land lease secured		1. To consult with landowners for lease agreement			
26. Monitor the implementation of parent support programs	53CD	Parental support programs Monitoring in school communities on Malekula.	1	1. To prepare Logistic arrangement			
				2. To monitor key teachers and ECCE teachers for implementing workshops			
				3. To conduct monitoring of workshops			
				4. To report on the monitoring			
		Awareness programs implemented on roles and responsibilities of Schools, SC, SCA and Communities	1	1.To Produce Summary report on SC and SCA status in the province			
				2.To contact schools whose SC and SCA terms have elapsed			
				3. To collect names of SC and SCA new proposed members			

		also vocational secondary schools		4. To submit name of proposed SC members to PEB			
				5.To conduct awareness to the new members			
22. Monitor implementation of comprehensive safety plan	53CD	Comprehensive safety plan training conducted to all school/PSET institution principals	1	1. To Plan and Budget for the four avenues of workshop			
				2.To Organised training logistic			
				3.To conduct SBDRR training			
				4. To monitor and report on implementation			
20. Support is provided to schools/TVET institutions to develop comprehensive safety plan	53CD	Workshop on school policies- discipline, academic, DRR, Student welfare, teacher management.	1	1. To schedule workshop dates			
				2. To prepare logistic arrangement			
				3. To conduct workshop			
				4. To Monitor school policies writing			
				5. To report to PEO			
75. Support the implementation and monitoring of the IT policy	53CD	Increasing use of ICT and support ICT infrastructure in schools	5	1. To select schools to upgrade their ICT facilities for academic programs			
				2. To link the selected schools with other existing ICT model schools			

				3. To prepare logistic for visitation of ICT model schools			
				4. To assist schools to employ qualified ICT teachers			
				5. To plan with schools to upgrade teaching and learning in schools.			
				6. To monitor and report on implementation			
37. Support the mentoring and monitoring of the new curriculum implementation	53CD	Provincial Test year 6 and year 8 analysed	108	1. To distribute analysis of 2024 test to each school			
				2. To assist schools with intervention activities for improvement			
				3. To monitor implementation of activities by schools.			
				4. To conduct writing up of 2026 test			
				5. To analysis the students' marks			
		PILNA and VANSTA results analysed	1	1. To Collect and Analysis the two sets of data			
				2. To prepare Logistic Arrangement			
				3. To conduct meeting on data analysis			

				4. To report to PEO			
37. Support the mentoring and monitoring of the new curriculum implementation	53CD	Curriculum support program is monitored and reported (ECCE for South and Southeast Malekula)	2	1. To schedule Malekula training			
				2. To prepare training program, resources & Logistics			
				3. To Secure training funds			
				4. To conduct training			
		Year 7, 8, 9 and 10 New Curriculum Monitoring	1	1. To liaise with CDU for monitoring tool			
				2. To prepare logistic arrangement			
				3. To conduct workshop on monitoring tool (TOT)			
				4. To conduct monitoring			
				5. To write and submit a report to PEO			
36. Support provided to resource schools with the necessary resources required to	53CD	Facilitate the distribution of resources on the new curriculum to all schools	2	1.To Distribution of curriculum resources to schools			
				2.To collect data of school resources			
				3.To assist schools with suppliers			
				4.To assist schools with procurement of resources.			

deliver the new curriculum	53CD	Baseline Assessment Survey	1	1 To scheduled dates			
				2.To prepare the program and Budget			
				3. To carry out Baseline in CIP focus schools			
				4.To analysis baseline results			
				5. To provide report to PEO Malampa and PEO CDU			
	53CD	Setting up of Professional Learning Community	1	1 To scheduled dates			
				2.To prepare the program and Budget			
				3. To set up professional learning community for CIP focus schools			
				4. To provide a report to the PEO Malampa and CDU			
	53CD	Modelling morning routine	1	1 To scheduled dates			
				2.To prepare the program and Budget			
				3. To model morning routine lessons for all teachers in CIP focus schools			
				4. To provide report to PEO Malampa and PEO CDU			

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	53CD	Modelling Coaching	1	1 To scheduled dates			
				2.To prepare the program and Budget			
				3. To carry out coaching program with all teachers in CIP focused schools			
				4. To provide a report to the PEO Malampa and CDU			
	53CD	Monitoring students learning process	1	1 To scheduled dates			
				2.To prepare the program and Budget			
				3. To monitor progress of students learning in all ECCE, year 1,2 and 3 for each of the CIP focus schools			
				4. To provide a report to the PEO Malampa and CDU			
	53CD	Revive IPSS among Primary Schools	1	1.To establish communication with Presidents of area council IPSS committee			
				2.To develop an IPSS plan			
				3.To implement the plan			
				4. To provide support to all IPSS committees			

				5. To. submit a report to PEO			
	53CD	Incorporation of Family Life Education (FLE) in schools	1	1. To prepare planning and logistic for training of year 9 and 10 teachers			
				2. To conduct Training			
				3. To prepare logistic arrangement for monitoring of senior and junior levels			
				4. To prepare a report to PEO			
78. Support the development and implementation of the National Skills Development Policy	53CD	Establish pathways for students through skill centres	2	1.To established pathways for students.			
				2.To liaise with training providers			
				3.To conduct bridging programs for students Yr. 10.			
	53CD	Review of Post school Education Training Policy	1	1. To organize annual budget planning meeting and present and submit to MOET (TVET UNIT)			
				2. Apply for cost centre for TVET provincial centres			
				3. Establish TVET cost centre under the provincial Education Office			
	53CD		2	1. To monitor teachers in classroom			

59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance		Teachers effective teaching practices activity in Malekula		2. To prepare for lesson demonstration			
				3. To conduct lesson demonstration			
				4. To produce reports to PEO			
53. Support appropriate and targeted delivery of training/professional development for teachers	53CD	Professional development support for identified teachers provided	5	1. To identified weak performing teachers using EAU results			
				2. To conduct observation			
				3. To analysis observation			
				4. To provide support to identified teachers			
19. Support Inclusive Education initiatives	53CD	Women in Education program implemented	1	1. To prepare annual program			
				2. To monitor implementation of program			
				3. To produce report			
53. Support appropriate and targeted delivery of training/professi	53CD	ECCE teachers' qualification upgrade	25	1.To facilitate enrolment at USP			
				2. To communicate with sub centre coordinator for confirmation of acceptance.			

onal development for teachers				3. To assist in communication with students and USP.			
50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.	53CD	Principal Conference conducted	1	1. To confirm date			
				2. To prepare logistic and presentation			
				3. To conduct conference			
	53CD	ECCE Key teachers' Monitoring conducted	20	1. To schedule monitoring date			
				2. To prepare budget and logistic			
				3. To conduct monitoring			
				4. To prepare and report to PEO			
60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.	53CD	ECCE teachers' Contract	1	1. To collect ECCE teachers documents from Key teachers			
				2. To confirm ECCE teachers list			
				3. To submit ECCE teachers, list to TSC			
				4. To supervise signing of new contracts			
	53CD		1	1.To confirm participant list			

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67. Support the establishment of the MoET HRD database		Professional development- Cert. IV Leadership & Management		2. To secure funding			
				3. To conduct first cohort course			
				4. To monitor participant performance			
87. Support capacity building for planning, reflection, and timely reporting	53CD	PEB Annual activity plan and budget is implemented	1	1. To prepare annual budget for all unit according to annual plan.			
				2. To send provincial annual budget to MoET.			
				3. To release actual fund according to annual budget for the current year of each unit.			
				4. To send quarterly financial report.			
				5. To send Annual Financial report.			
80. Review implementation of MoET Structure at the provincial level and the provincial office structure.	53CD	Front Desk Office Management and Operations are managed		1. To implement Logbook and clock in registration and officer's leave.			
				1. To order stationary supplies for officers			
				3.To service clients and Customers			
				4.To collect and file documents			
				5.To attain to all clients and customers			

	53CD	Vehicle Service, Operation and Maintenances are managed		1.To schedule vehicle daily runs.			
				2.To implement daily checks			
				3.To make quotes for parts for repair and services			
				4.To make official running as instructed.			
	53CD	Purchase of Office equipment (laptop), communications and Operation and miscellaneous	1	1. To Collect quotations			
				2. To prepare procurement and LPOs.			
				3. To purchase equipment and services			
				4. To record financial transaction			
				5. To produce a financial report			
		Office Operation-Cleaning/beautification		1.To clean the office.			
				2.To weed around the office			
				3.To order cleaning materials/Materials			
				4.To assist other officers			
				5.To mow the office lawn.			
			1	1. To Collect quotation from supplier			

		Filing Restructuring system of Malampa Secretary Office		2. To purchase filling cabinets and suspension files			
				3. To file all Provincial document			
				4. Report to PEO			
		Purchasing of fuel and transportation cost	1	1. To prepare LPOs			
				2. To purchase fuel and transport			
				3. To record financial transaction			
				4. To produce a financial report			
		Purchase of Services-Accommodation and catering.	1	1. To approve respective program activity			
				2. To prepare respective budget for approval			
				3. To purchase accordingly			
		Payment of entitlements (DSA and Allowances)	1	1. To approve respective program activity			
				2. To prepare respective budget for approval			
				3. To purchase accordingly			

87. Support capacity building for planning, reflection, and timely reporting	53CD	Annual plan budget and reporting cycle is implemented at school level	1	1. To Send Notification to schools for uploading Annual Plan and annual budget.			
				2. To receive Schools Monthly financial reports			
				3. To approve all school financial report.			
				4. To upload all school monthly financial report.			
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders' coordination	53CD	Work on Farm to School initiative with partners on framework to be pilot in selective schools	1	1. To establish framework with partners			
				2. To conduct workshop with respective schools and stakeholders			
				3. To establish pilot activity with selective schools			
				4. To monitor and report on progress			
27. Support the Implementation of Early Childhood	53CD	Monitor and Assist ECCE Policy and Minimum	226	1.To follow up on assessment readiness for age 3, 4, & 5			
				2.To develop assessment check lists for ECCE learning requirements for MEOs			

Development policy		Quality Service in ECCE centres		3.To coordinate and support MEOs monitoring of ECCE quality learning standards			
87. Support capacity building for planning, reflection, and timely reporting	53CD	SSP Support Program to Malampa Principals	10	1. To identify school without proper SSP			
				2.To schedule support trainings			
				3. To plan and budget for the trainings			
				4. To conduct training at Paama, Ambrym and South Malekula			
				5. To monitor and report to PEO			
	53CD	ECCE SSP formulated	1	1. To prepare logistics for workshop			
				2. To conduct Workshop			
				3. To assist key teachers to run workshops in their respective areas			
				4. To monitor and produce 2026 SSPs			
				5. To report on progress to PEO			
	53CD	Principals & Teacher appraisal training	226	1. To prepare training resources and logistic			
				2. To notify selected school principals			

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				3. To conduct training			
	53CD	2026 Schools' SSP, Annual Plans, Budget & fee structures are developed and approved	119	1. To notify all schools to begin SSP 2026 process			
				2. To Collect all SSP			
				3.To analyse all SSP			
				4. To Submit all School Fee structures to PEB			
				5. To Report on Provincial Priorities			
	53CD	2025 School strategic plans are monitored	226	1. 2025 SSP quarterly progressive reports templates are distributed to all schools			
				2. To collect SSP quarterly progressive reports			
				3. To summarise SSP quarterly reports			
				4. To submit quarterly reports			
	53CD	School Governing Bodies (SC & SCA) are strengthened	226	1. To collect data on terms of SC & SCA			
				2. To analysis collected data			
				3. To submit list of new members of SC & SCA to PEB			

				4. To appoint new members by PEB			
				5. To prepare budget for induction of Board members			
				6. To prepare resource and logistic			
				7. To have Induction with the Board members on roles and responsibilities.			
				8.To monitor schools board meetings.			
	53CD	Provincial Education Board meetings are held	3	1. To prepare an annual schedule			
				2. To prepare activity reports by units			
				3. To prepare and issue meeting notice			
				4. To conduct meetings			
				5. To send out PEB decisions to schools			
	53CD	Management of all provincial education officers	1	1. To prepare individual annual plans			
				2. To approve the plans			
				3. To monitor Officers' performance			
				4. To appraise Officers' performance			
				5. To report to HR (MoET)			

50. Support appropriate and targeted (especially administration and management) delivery of training/professional development for principals across schools and PSET institutions.	53CD	Professional development on job descriptions (JD) for all schools' positions	1	1. To collect samples of JDs			
				2. To revise all JDs			
				3. To prepare training package presentation			
				4. To send training package to principal			
60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.	53CD	Facilitate teacher's placement according to school needs	1	1. To obtain school teaching programs.			
				2.To facilitate teacher's placement to meet school needs.			
				3.To recommend teachers placement to TSC.			
83. Support the Implementation and monitoring of OV policy	53CD	New and Weak Principal Induction	1	1. To schedule workshop date			
				2. To prepare logistical arrangement			
				3. To prepare workshop presentation			

				4. To conduct training			
		OV refresher training for enrolment for Northeast and Northwest A/B Malekula school Principal.	1	1. To schedule 1 day workshop date			
				2. To prepare logistical arrangement			
				3. To prepare workshop presentation			
				4. To conduct workshop			
		Census day Monitoring	1	1. To schedule the 1-day program			
				2. To Prepare logistical arrangement			
				3. To conduct censes day monitoring			
				4. To Prepare Activities report			
		Data Validation for 2 Area council	1	1. To schedule the 1-day program			
				2. To Prepare logistical arrangement			
				3. To conduct Data Validation			
				4. To Prepare Activities report			

3.5.5 Shefa Provincial Education Office

Program	Activity Code	Service Target	Target	Action	Progress *(on track, complete or behind schedules)*	If behind schedules, What is the challenges encounter	Way forward /General comment's
10. Monitor implementation of infrastructure standards	53CE	School infrastructure and associated assets meet relevant standards to support student access	All School Zones (7) in the Shefa Area Councils (19) + Municipality wards	1. To assist principals to develop monitoring tool for infrastructure implementation. 2. Assist Principals in implementing project proposals. 3. Assist Principal to upgrade and facelift Principals Office. 4. To consult with Director ESD and stakeholders (project proposals & funding)	1.	▪	▪
10. Monitor implementation of infrastructure standards	53CE	Shefa PEO New Office Building	Shefa Education Office.	1. Design of building 2. Budget 3. funding	1.		▪
11. Monitor implementation of WASH policy	53CE	WASH policy is established in all schools	All Schools	1. To ensure all schools have WASH policy. 2. To collect evidence of implementation of WASH policy in schools. 3. To produce a report to PEO		▪	▪
11. Monitor implementation of WASH policy	53CE	Update WASH baseline data	All Schools	1. Baseline data collection 2. Develop WASH improvement plan		▪	▪
17. Support Safe school/PSET institution initiative	53CE	Develop Provincial Skills Centres (PSCs).	**7 Areas** -N Efate - S. Efate - W. Efate -E. Efate	1. To Plan for establishment of vocational Training Centres. 2. Advertise Shefa PSET Coordinator	1.	▪	▪

			- Emae -Tongoa - N. Epi -S. Epi	3. To consult with schools and/or communities for establishing Provincial Skills Centres. 4. To present the establishment plan to MoET. 5. Consult Donor Partners.			
18. Support Health Promoting School/PSET institution initiatives	53CE	Implementation of school Health promoting programs	All Schools	1. Revisit health policies in schools. 2. Advise schools in implementing health/Sports promotion programs. 3. Report to PEO.			▪
20. Support is provided to schools/TVET institutions to develop comprehensive safety plan	53CE	School disaster mitigation	All Schools	1. Advise schools to develop/review disaster mitigation plans. 2. Schools to upload disaster mitigation plans in Open VEMIS.		▪	▪
26. Monitor the implementation of the parent support programs	53CE	Enhanced school preparation programs - early childhood and kindergarten.	Area Councils in the province	1. Monitor implementation of Parent Support Program. 2. Report to PEO.		▪	▪
35. Support teacher trainings on the new curriculum	53CE	New curriculum implemented in all schools.	All ECCE, Primary, and Secondary schools	1. Ensure all schools have copies of the new curriculum. 2. Visit teachers schemes of work in selected schools. 3. Class observation in selected schools. 4. Report to PEO.	1.	▪	▪

36. Support provided to resource schools with the necessary resources required to deliver the new curriculum	53CE	New curriculum implemented in all schools.	All ECCE, Primary, and Secondary schools	1. List resources required to support delivery of the new curriculum. 2. Notify schools on the required resources. 3. Support schools to obtain resources. 4. Report to PEO.		▪	▪
37. Support the monitoring of the new curriculum implementation	53CE	New curriculum implemented in all schools.	All ECCE, Primary, and Secondary schools	1. Visit teachers schemes of work in selected schools. 2. Zero Tolerance in teacher/student absences. 3. Class observation in selected schools. 4. Check teacher designed assessments in selected schools. 5. Report to PEO		▪	▪
42. Strengthen procurement and distribution systems to ensure timely delivery/replaceme nt of instructional materials to schools/TVET institutions.	53CE	Teachers/Trainers and students/learners have sufficient instructional materials.	**30 schools** Efate – 15 Tongoa & Shepherds-5 Epi- 10	1. To liaise with MoET to develop an 2. awareness training package. 3. To advice Principals of the concerned schools on procurement and distribution systems.	1.	▪	▪
58. Support the updating and implementation of teacher/trainer recruitment policies and procedures.	53CE	Implementing policies and procedures teacher/trainers' management.	Primary Schools -5 Secondary Schools -5	1. Develop a procedure on how teachers/trainers are recruited. 2. Trial out the procedure in selected schools. 3. Report and Advise Director ESD.		▪	▪

60. Support the updating and implementation of policies and procedures for teacher/trainer transfer and placement in schools.	53CE	Implementing policies and procedures teacher/trainers' management.	Primary Schools -5 Secondary Schools -5	1. Develop a procedure on how teachers/trainers are transferred and placed in schools. 2. Trial out the procedure in selected schools. 3. Report and Advise Director ESD.			
66. Support the financial management training at all level (central, province and school/PSET institution)	53CE	Prudent and sustainable financial management in Provincial and School level.	All Principals, Finance officers and/or School Secretaries	1. To monitor and provide support regarding best financial management practices. 2. Report to PEO on the progress		▪	▪
80. Review implementation of MoET Structure at the provincial level and the provincial office structure	53CE	Provincial offices adequately staffed.	Shefa Provincial Education Office	1. Develop provincial education office staff structure. 2. Develop and/or review Job Descriptions for all Officers. 3. Report to Director ESD and HR.		▪	▪ 2.
81. Support Capacity building to provincial offices	53CE	Provincial offices adequately staffed.	Shefa Provincial Education Office	1. Identify staff areas that requires capacity building. 2. Consult with potential training institutions. 3. Assist office staff to apply for capacity building training/study.			▪

3.5.6   Tafea Provincial Education Office

Program	Activity Code	Service Target	Target	Action	Progress *(on track, complete or behind schedules)*	If behind schedules, What is the challenges encounter	Way forward /General comment's
81. Support Capacity building to provincial offices	53CF	Schools are ready (infrastructure, teaching & learning resource, environment) to begin 2025 academic year – Volcano ash affected area	10 Schools	1. Recall principal and teachers to their school. 2. Contact the school principal to submit the school plan to begin 2025 academic year. 3. Coordinate, facilitate and assist the schools to restore the learning space and school ration 4. Assist and support the schools to procure resources in preparation for the 2025 academic year.			

7. Monitor implementation of school/PSET institution maintenance manual	53CF	Maintenance work carried out on the Comprehensive infrastructure of New Classrooms in Tafea.	13	1. Officer concern to provide a plan of maintenance with help from principals and coordinate the maintenance work of the new classrooms. 2. Officer concern to carry out the Implementation of the maintenance work of new classrooms. 3. Officer concern to train school maintenance officers on Facility policies	1. Complete 2. On track 3. On track	
18. Support Health Promoting School/PSET institution initiatives	53CF	Access to Quality WinS facilities and Activities	30	1. School Principals and Officers trainings on Wash in Schools	1. On track	
	53CF	Carry out implementation of Health Promoting in schools.	10	1. Provincial WASH facilities baseline survey 2. Assist selected schools in carrying	1. Complete 2. Om Track	

					out WASH activities in schools
19. Support Inclusive Education initiatives	53CF	Implementation of Inclusive Education program carried out in schools.	40	1. Provincial Inclusive officer to liaise with schools to provide data of special need students. 2. PIC to. Coordinate the Inclusive programs in schools' in Tafea. 3. Implement the inclusive programs in schools with appointed teachers.	1. Complete 2. Complete 3. Complete	This activity is no longer implemented at the provincial level. However the Office has provide some support towards the inclusive Education Policy by identifying the participant for to attend the IE policy awareness
21. Support the implementation of comprehensive safety plan	53CF	Implementation of Education in Emergency activities carried out in Tafea schools.	3 area councils	1. EIE training for school principals, SC and SCAs 2. Setting up of SDMC	1. In Progress 2. Behind schedule	The National Program at the central office through the DRR officer has not made any attempt for this activity
80. Review implementation of MoET Structure at the provincial level	53CF	Management and supervision of staffing	60	1. Update teachers baseline/school baseline 2. Update OV baseline information on		

and the provincial office structure.

			school teaching staffing	
53CF	Implement the communications strategy in the province.	1	1. Liaise with the area administrators and area secretaries to best manage teachers in schools 2. Coordinators to carry out teachers /principals' observations for appraisals	1. On track 2. On track
53CF	Implement the Teacher Management Placement Policy at Tafea province.	Depend on request and demand	1. Liaise with the Placement Policy to arrange for teacher's posting in the province. 2. Coordinate and facilitate the teacher posting and transfer at Tafea province. 3. TMU, TSC in central office to liaise with provincial TMU to facilitate teachers' postings	1. Complete 2. Complete 3. On track

53CF	Implementation of the Leadership Selection Policy is carried out in Tafea Province.	Depend on appointment	1. Update of new principals 2. Organize basic computer training for principals and ECCE key teachers	1. Complete 2. On track
53CF	Meetings and Workshops held in Schools within the Province	3	1. Results awareness and parent support to education (PSP)	1. On track
53CF	Meetings, and workshops for monitoring in the province.	2	1. With assistance from SBM, develop a monitoring mechanism to be used in monitoring of schools by provincial officers. 2. Seek assistance from ESD /VESP for all monitoring of activities 3. Ensure provincial officers have access to funding on time to implement activities especially monitoring	1. On track 2. On track 3. On track

				for quality / reliable data and reports			
4. Manage school/PSET registration processes	53CF	1. PEB meetings to approve schools that meets the requirements.	10	1. Approval of new schools to be registered in the province	1. On track		
59. Support the establishment and implementation of policies and procedure for monitoring of teachers/trainers' performance.	53CF	Advocacy is carried out to schools on the roles and responsibilities of School Councils.	20 schools	1. Implementation of the advocacy on the roles and responsibilities of School Councils in schools.	1. Complete		.
	53CF	Inductions of new principals is carried out in Tafea province.	40	1. Provide leadership induction for new principals (roles and responsibilities)	1. Complete		
	53CF	Workshops and meetings, to improve academic performance at all levels.	2	1. Provide support in Phonetic teaching. 2. Support schools to develop Vernacular materials for effective teaching and learning.	1,2,3,4,5,6 On track	Good Progress on this activity true the CIP program for ECCE, yr 1,2 and 3. Phase 1 complete	

	3. Assessment Tools developed.	
	4. Literacy/Numeracy activities.	
	5. Results within qualifications and levels.	
	6. Contract provincial academic coordinator to coordinate all provincial academic activities.	
53CF Implementation of Home School Package, and Moodle mode of teaching and learning is carried out in Tafea Schools.	5	1. Monitor implementation of HSP and moodle learning 2. Request for a provincial IT to coordinate all school ITs and stationed at the PEO's office 3. Facilitate connectivity to other schools to access e-learning	1. On track 2. On track 3. Track

3. Support the implementation of school financial manual	53CF	Maintain clear financial management systems & communicate these to others.	40	1. Monitoring of Implementation of SFMMT 2. Refresher training for new principals	1. Complete 2. On track
83. Support the implementation and monitoring of OV policy	53CF	Management of OV and data in the province	80	1. Make sure that Data validation will be a Priority task at the start of academic year to accommodate final exam students 2. Train new principals in OV upload	1. On track 2. 2.On track
37. Support the mentoring and monitoring of the new curriculum implementation	53CF	Provincial subject panel meeting and induction of teachers	60	1. Inform the schools principals - 2023 – 2025 mission statement on literacy. 2. Instruction schools to allocate first 15min and last 15min of the school day for reading.	1. On track 2. . On track 3. On Track

		Organize subject panel meeting for English/French/Math/science 3. Implement fully provincial academic planning		
53CF	Strengthening of data analysis on PILNA, VANSTA results in the province	30	1. Consult CDU subject panels 2. Train teachers and principals to Diagnose way forwards from VANSTA report 3. Develop, moderate, and verify items 4. Administer Test	1,2,3,4 Behind schedule
53CF			1. Training for principals on how to Consult Data from results 2. Identify weak areas 3. Report weak areas for improvement	1. Complete 2. On track 3. Behind schedule

52. Support the establishment of policies and implementation frameworks for all areas associated with teacher training.	53CF	Adolescence life skills teaching in secondary schools in tafea province	20 teachers	1. Training of secondary teachers in life skills program 2. Implementation of life skills teaching (FLE) 3. Monitoring of FLE implementation in senior schools	1,2,3 Behind schedule
	53CF	Teachers' attitude and value is strengthened and improved in Tafea schools	20	1- SC to develop school disciplinary policy in place for both students and teachers. 2- PEO office to Advocate to schools on attitude and Value	
	53CF	Students' welfare policy is developed in all schools in Tafea Province	20	1. Assist schools in developing their student welfare policy (one page) 2. Carryout survey on school policies	
28. Support the review and	53CF	Teaching and learning are strengthened	40	1. Strengthened provincial academic learning committee	1. Complete

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implementation of the PSET policy		and improve in all school level in Tafea province		consisting of school principals	
	53CF	Accreditation of Number of Junior Secondary Schools in the tafea Province	3	1. Consult accreditation done by EAU 2. accreditation report submits to PEO	1,2 Behind Schedule
87. Support capacity building for planning, reflection, and timely reporting	53CF	All school SSP to be completed as early as possible to be accommodated in provincial planning	80	1. Coordinate school plannings (SSP/AWP/AB/FS) 2. Include school needs in provincial business plan	1. Complete 2. On track
	53CF	Strengthening of provincial school SSP and annual plans	80	1. Monitoring of school SSP to OV	1.In progress
53. Support appropriate and targeted delivery of training/professio	53CF	Provide total number of the teachers and their qualification in	40	1. Collect data and report on findings	1. Complete

nal development for teachers — the province (TAFEA).

	53CF	TOT on VHSS 40 delivered to ECCE C00rdinator and ECCE key teachers in the province	1. Training in Tafea for ECCE PC and ECCE key teachers	1. On track

1.6 Tertiary Education Directorate

Department	880						
Program	Activity Code	Service Target	Target	Action	Progress *(on track, complete or behind schedules)*	If behind schedules, What is the challenges encounter	Way forward /General comment's
56. Monitor accessibility to scholarships/implementation of NHRDP	88AB	Annual priority areas identified with NHRDP Coordinator	1	1. Meet with NHRDP Coordinator 2. Identify key priorities 3. Organize and verify data 4. Prepare List of priorities with budget 5. Present list of needs/priorities to SMT 6. Present list and budget to NSTB to approve	On Track		Follow up with other eight ministries for the priority listings Mapping exercise will be done accordingly to the National Skills Development Plan

				7. Conduct awareness in schools and General Public on Priorities 8. Report to Director TED, SMT and NSTB			
	88AB	Scholarship awardees are accompanied and monitored		1. Prepare plan for Staff travelling and budget 2. Request approval from Director TED and SMT for staff to travel overseas 3. Accompany students to respective institutions 4. Meet with students and institutions 5. Monitor progression of students 6. Report to Director TED/SMT and NSTB	On trace		All local institutions were monitored by TSCU Staff All Fiji Institutions were monitored by Education attached Suva, Fiji

	88AB	Priority issues and consistency, transparency and effective use of limited resources are identified	1	1. Identify best Practice within TSCU 2. Meet with stakeholders and partners 3. Produce guidelines 4. Request Approval from SMT through Director TED 5. Request for approval from DG MoET 6. Implement Guideline	On track		
79. Support the development and implementation of the National Scholarship Policy	88AB	TSCU Policy is developed and Procedures to address inequities at all level, and other external linkage is implemented	1	1. Prepare a concept note (including budget) for Policy Development 2. Request for approval from SMT through Director 3. Prepare TOR for contractor	Behind scheduled	Awaiting the implementation plan the National Skills Development Plan and the mapping exercise by the NHRDP coordinator.	

				4. Submit Concept Note and TOR to NSTB for Approval			
				5. Recruit contractor			
				6. Contractor to collect information from Different stakeholders in areas to be covered in the policy			
				7. Present draft of Policy to Director, SMT and NSTB			
				8. Conduct consultation with stakeholders			
				9. Submit Final Draft of Policy to SMT, NSTB for Approval			
				10. Implement National Scholarship Policy			
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and	88AB	Link with external coordination and support is strengthened	10	1. Conduct Monthly meetings with different stakeholders	On track		Weekly meeting with all stakeholders eg. SDSDP project,

stakeholders' coordination				2. Identify other scholarships opportunities 3. Facilitate the process of other scholarship applications 4. Report To Director TED & NSTB			Centre of Excellence in ITC, Tertiary Education PEO's, PSET Sector Support Committee, VSP, PAS, NUV and VIT
28. Support the review and implementation of the PSET policy	88AA/AB/AC/AD/AE	PSET Policy has been conceived the National Skills Policy that will be launched in July 2024	1	1. Established a clear vision and objective for the national skills development policy implementation plan aligning with the 2030 the Peoples Plan and NHRDP	On Track		To be submitted to PSET Sector Support committee then forwarded to SMT approval then to the VQA Board for their endorsement.
29. Support in the development of a VNSDP Policy and implementation plan to ensure all TVET	88AC	Needs Assessment conducted	12	1. Conduct a thorough needs assessment to understand the current state of TVET institutions, including	On track		ADB project No. 2 TVET Institutional Development is underway following

Institutions can deliver quality education				infrastructure, curriculum, faculty capabilities, and industry demands. 2. Engage stakeholders such as VQA, APTC, PSET Association, VSP and Donor Partners.			COM Decision 137 of 2025 with Consultation VMC, VAC, VCNE, VPC, SOE and VIPAM and Inception Report
31. Support the PSET institutions to develop courses that met VQA requirements	88AC	Institutional capacity strengthening	12	1. Develop a concept note 2. Directors' approval, budget expenditures and clear listing 3. VQA approval financial support for every provider, approval of revisited all registration and status	On Track		ADB project No. 2 TVET Institutional Development is underway following COM Decision 137 of 2025 with Consultation VMC, VAC, VCNE, VPC, SOE and VIPAM and Inception Report

| 32. **Support the registration process of PSET providers** | 88AC | Quality Assurance for registration status is verified and complied with VQA requirements | 12 | 1. Gather all necessary information and documents required for registrations and status.

2. Double- check all Land registration and governance in place, and ensure they are correctly filled out and signed where necessary, compliance and governance.

3. Site visit and interview key personal

4. Implement quality assurance mechanism to ensure that the training provider meet VQA standards.

5. Follow up with VQA on approval processes to deliver submission | On Track | | ADB project No. 2 TVET Institutional Development is underway following COM Decision 137 of 2025 with Consultation VMC, VAC, VCNE, VPC, SOE and VIPAM and Inception Report |

33. **Support the establishment of VIT campuses in provinces**	88AC	Feasibility Study conducted	5	1. Develop a concept note on a task force formation (TOR) what are their TOR 2. Create a clear objective and vision 3. Develop and expenses breakdown 4. Established a tasks force for director to approved by few stakeholders 5. Director to create a SMT paper for approved by SMT 6. Contact a comprehensive feasibility study to assess the demand for vocational and technical education in the target provinces. 7. Analyse demographic trends, economic	On Track		Launching the Tafea VIT Campus September 2025 Scoping Team for Penama report produced. Awaiting a letter from the Cabinet for recommending a site for VIT Campus.

				indicators, and employment needs to identify potential partnerships with local institutions to identify priority sectors skills development			
38. Support the development of the new course materials	88AC	Instructional Materials design developed	1	1. Develop a concept note on a task force formation (TOR) what are their TOR 2. Create a clear objective and vision 3. Develop and expenses breakdown 4. Established a tasks force for director to approved by few stakeholders 5. Director to create a SMT paper for approved by SMT 6. Liaised with HR on recruitment of TVET	On track		WIP progress for the recruitment of the Twinning institution for project SDSDP

				curriculum coordinator			
40. Support TVET Institutions with the necessary resources required to deliver the new course materials	88AC	Support Mechanisms	12	1. Develop a concept note (to be included in the Tertiary sectoral policy 2. Develop a concept note on a task force formation (TOR) what are their TOR 3. Create a clear objective and vision 4. Develop and expenses breakdown 5. Established a tasks force for director to approved by few stakeholders 6. Director to create a SMT paper for approved by SMT.	On track		ADB project No. 2 TVET Institutional Development is underway following COM Decision 137 of 2025 with Consultation VMC, VAC, VCNE, VPC, SOE and VIPAM and inception Report
42. Strengthen procurement and distribution systems to ensure timely	88AC	Procurement and distributions systems	1	1. Develop a clear implementation plan on how to re-	On track		Awaiting the endorsement of the National

delivery/replacement of instructional materials to schools/TVET institutions.				establish TVET in all 6 provinces 2. Day boarders develop its budget 3. Boarding develops its budget 4. Develop a plan for a clear to established for how to revisit the budget and submissions of the institutions			Skills Development Policy implementation plan.
43. Establish robust inventory mechanism for instructional material in schools/TVET institutions to determined teacher and student need in real time.	88AC	Inventory Mechanism	1	1. Create an Integrate technology and streamlining the processes that provides Instructional materials are accessible to teachers/trainers and students/learners	On track		Eg. Rensari Malampa – VIT Camus. Once other VT Campus are established they will also use the same integrated technology.
19. Support Inclusive Education initiatives	88AC	Delivery of Skills Development	1	1. Support the delivery of skills development.	On Track		Delivered in SDSDP

				2. Output 1: institutional capacity of VIT to deliver quality, in-demand, and gender- responsive training strengthened. 3. Output 2: gender responsive, inclusive, and climate resilience in fracture and equipment at Port Vila and Malampa campuses expanded. 4. Output 3 inclusive and targeted training programs, particularly for woman and people with disabilities implemented.			
56. Monitor accessibility to scholarships/impleme ntation of NHRDP	88AC	Industrial survey's raw data is analyzed	2 (Shefa and Tafea	1. Conduct Industry survey with industries	Behind Schedule	No report produced by Officers	

			Provinces)	2. Consult with Industry Skills Council			
				3. Development Implementation Plan with Clear Objectives			
				4. MoA/MoU with VIT & VNYA			
				5. Design Platform for Survey			
				6. Sources VCCI and NHRDP Report			
				7. Identify level of qualification for employment for all provinces			
				8. Identify courses needed to meet the National Human Resource Development Plan			
				9. MoA with VIT to identify qualifications matching with NHRDP			

				10. Submit an NPP to cover for Survey			
89. Review and implement the Communication strategy and support the strengthening of MoET Partners and stakeholders the strengthening of MoET Partners and stakeholders' coordination	88AD	Link and cooperate between national, regional and international Universities	30	1. Transfer the Bilingual Research and Innovation Doctoral Training Unit and related activities to NUV 2. Transfer of DAEU program to NUV 3. Collaborate with Foreign Affairs to open dialogue with different universities. 4. Collect data on all different institutions where Vanuatu Students are studying at. 5. Meet with VQA to provide information on registration of national, regional and international universities	On Track		SPAR – Pacific project: Indigenous knowledge, practices, and resilience the Pacific Islands -Participation of NUV staff to the 6th Pacific Island University Regional Network (PIURN) Conference held at the Papua New Guinea University of Technology (UOT) in Lae (1st – 3rd July 2025) -Vanuatu Research

				6. Collaborate with Universities' representatives to collect information			Update, 2025 symposium
							-Conference Presentation Review Committee
				7. Produce report on information collected to Director TED and SMT.			- First PHD thesis defence at NUV
				8. Develop a concept note with clear objectives to develop a request for NPP			
				9. Collaborate with PPU and MoET Finance and Administration Unit to work on NPP/GIP template			
	88AD	Developed partners support Ministry Strategic Plan through a Joint Partner Agreement and MOU	2	1. Renew partnership with France volontaires and service agreement signed by both partners	On track		-Identifying priority areas for the France volotaires to submit.
				2. Maintain and reinforce partnership with			

	88AD	Established a commission for Higher Education	1	1. Carry out a preliminary assessment 2. Develop legislative proposals for policy and legal framework 3. Establish Institutional design of the structure, TORs and operational funding	On Track		-PSC has appointed PEO High Education and the Secretary of Higher Education
		AUF for support to higher education (Téluq – Canada: Licence online distance learning)					
28. Support the review and implementation of the PSET policy	88AD	Strengthened recognition of prior learning and develop training pathways for Higher Education	1	1. Increase collaborations with other training institutions to offer more tertiary opportunities	On track		ADB project No. 2 TVET Institutional Development is underway following COM Decision 137 of 2025 with Consultation VMC, VAC,

							VCNE, VPC, SOE and VIPAM and Inception Report
72. Support the review of policies & guidelines	88AD	Number of Academic Research scholarship for Master's and PhD allocated	4	1. Allocate Master 1 & 2 UPF Tourism scholarships for Ni-Vanuatu students to study in Europe 2. Allocate Master 1 & 2 UNC Environment scholarships for Ni-Vanuatu students to study in the region 3. Allocate Master and PhD scholarships for Ni-Vanuatu students to study in the region and Europe	On Track		Studies in progress
70. Support the review and implementation of the updated MoET structure	88AD	Liaise with HR Unit to review Higher Education Unit structure		1. Review Higher Education structure to also capture devolution to provinces	On track		-PSC has appointed PEO High Education and the Secretary of

				2. Review JDs for existing HE Unit posts			Higher Education
				3. Proper weighting and alignment of posts			
				4. Incorporate a research and training section under HE Unit			
				5. Develop JDs for new HE Unit posts			
	88AD	Developed and implemented continuous professional development and capacity building with HE Unit	2	1. Develop continuous professional development and capacity building plan	On Track		In house training for Staff
				2. Approach donor partners and stakeholders for in-house trainings			
				3. Formalize recruitment of current posts through PSC process			
				4. Implement continuous			

				professional development and capacity building for HE Unit staff			
6.Teachers/Trainers are prepared	88AE On Track	Teacher/Trainers are adapted to the Inclusive Education Policy	24	1. Coordinate and facilitate Teachers and trainers from all levels (ECCE, Primary, Secondary and PSET). 2. Teaching methods to meet the different needs of all students/learners. 3. Professional development, attend workshops, and pursue further education. 4. Review and apply the Inclusive Education Policy regularly to improve their approach.			ADB project No. 2 TVET Institutional Development is underway following COM Decision 137 of 2025 with Consultation VMC, VAC, VCNE, VPC, SOE and VIPAM and Inception Report
53. Support appropriate and	88AE	Teachers/Trainers are trained	20	1. Coordinate and facilitate ECCE			ADB project No. 2 TVET

targeted delivery of training/professional development for teachers				School Teachers to national and regional University. 2. Coordinate and facilitate Primary School Teachers to national and regional University. 3. Coordinate and facilitate Secondary School Teachers to national and regional University. 4. Coordinate and facilitate PSET Teachers to national and regional University.	On Track		Institutional Development is underway following COM Decision 137 of 2025 with Consultation VMC, VAC, VCNE, VPC, SOE and VIPAM and an Inception Report