



**SECTION 3:**

**Officer's Certification:**

I \_\_\_\_\_ (name of Officer), hereby certify that the information provided is true and correct. I also certify that I have legal custody of the above children and for whom I am financially responsible. I also understand any false declaration made by me to obtain an allowance to which I am not entitled, may be subject to disciplinary action by Department of Education. I understand that if I am not granted this allowance, I may resubmit this claim to the Director General and seek a reconsideration of my claim.

Signature of Officer: \_\_\_\_\_

Date: / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /

**SECTION 4:**

**Observation by Head teacher / Principal**

Name: \_\_\_\_\_ Signature+ Official stamp: \_\_\_\_\_

**Checked by Provincial Edu. Officer / Church Edu. Director:**

Name: \_\_\_\_\_ Signature + Official stamp: \_\_\_\_\_

Office Location: \_\_\_\_\_ Date: / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SECTION 5:**

**Observation by Director:**

Name: \_\_\_\_\_ Division: \_\_\_\_\_

Signature + Official Stamp: \_\_\_\_\_ Date: / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /

**SECTION 6:**

**APPROVAL BY SECRETARY GENERAL, TEACHING SERVICE COMMISSION**

Application **approved** ( ) **not approved** ( )

Name: \_\_\_\_\_ Signature + Official stamp: \_\_\_\_\_

Date: / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /

Employee and informed by salary section (MOE) and copied to personnel unit on / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ /