

TEACHERS SERVICE COMMISSION

INTERNAL MEMO

TO: ALL TSC REGIONAL DIRECTORS
ALL TSC COUNTY DIRECTORS

REF: TSC/DQAS/DIR/49/VOL.II/32

DATE: 6TH JANUARY 2021

RE: TPAD IMPLEMENTATION FOR TERM 2 & 3

The Commission developed a new Teacher Performance Appraisal and Development (TPAD) online system. This was to ease the reporting of the performance of teachers through the appraisal system.

The system was opened for term 2 2020 on 12th October 2020 and closed on 31st December 2020. This was after schools were opened and all teachers required to report to their work stations vide Circular No. 12/2020.

In addition, the Ministry of Education announced the reopening of schools for term 3 for grade 4, class 8 and form four learners. In this regard, the TPAD system will be opened for term 3 for grade 4, class 8 and form 4 teachers and term 2 for teachers of the grade 1,2,3, class 5,6,7 and form 1, 2 and 3 will be opened from 11th January 2021 to 26th March 2021.

In view of the above, you are required to ensure the following:

1. All teachers create appraisal depending on the classes they teach i.e. Teachers teaching grade 4, class 8 and form 4 should create appraisal for term 3 whereas the teachers teaching the other classes should create for term 2. This only applies for primary and secondary schools.
2. Submit a list of schools missing from the TPAD system in your respective Counties.
3. Submit list of schools yet to be provided with IPPD codes in your respective counties.
4. That all teachers are mapped in their respective schools, zones, sub counties and counties respectively.
5. Submit a list of teachers yet to appear on TPAD online system (kindly provide their TSC numbers and work stations).
6. Inform all heads of institution that the Performance Contract (PC) for heads of institution and the PC calendar have been uploaded in the TPAD online system. All

heads of institution should start filling their Performance Contract by developing the operational work plan by the 11th January 2021.

7. Generate appraisal reports from the TPAD online system. Where there are discrepancies of the total number of appraisals exceeding the total number of teachers, establish the root cause and take necessary action.

It has also come to the attention of the Commission that teachers are not getting adequate support in navigating the TPAD online system from field officers. This is due to the several enquiries being raised through different communication channels of the Commission. This has been noted even after County Directors, County ICT officers and other field officers have been assigned rights in the TPAD online system (see attached matrix). You are required to ensure that teachers are supported as part of effective service delivery



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DIRECTOR (QUALITY ASSURANCE & STANDARDS)

SPECIFIC ROLES/RIGHTS OF OFFICERS IN THE TPAD ONLINE SYSTEM

	Designation	Rights
1.	County Directors	<ul style="list-style-type: none"> • Change teachers' designations to teacher, DHOI and HOI • Transfer teachers from one station to the other • View all sub-counties and zones in the county • Add and change an ICT officer • Countersigning for heads of secondary schools • Scheduling and undertaking appointments- M&E, lesson observation • Change a teacher's institution • View a teacher's appraisal • Change a teacher to be a deputy head of institution or head of institution • Cancelling appraisal • can assign a teacher to be an appraiser and can also revoke those rights. • Generate various County reports
2.	Sub County Directors	<ul style="list-style-type: none"> • Switch from one sub county to another for those with more than one [alternate] • Countersign and cancel appraisals • Arbitration • Undertaking lesson observations • Create and check schedules • Generate various reports
3.	County ICT Officers	<ul style="list-style-type: none"> • Search and map a teacher to the current station • Change teachers' designations i.e. from teacher, DHOI and HOI • View all institutions and teachers • View teachers' appraisals • Generate various County reports
4.	CSO	<ul style="list-style-type: none"> • Scheduling and undertaking appointments- M&E, lesson observation • Change a teacher's institution • View a teacher's appraisal • Change a teacher to be a deputy head of institution or head of institution • Cancelling appraisal • Countersigning deputy heads of institution of primary schools • Appraising heads of institution • Generate various reports
5.	HOI	<ul style="list-style-type: none"> • The head of institution can assign a teacher to be an appraiser and can also revoke those rights. • Appraising the deputy head of institution and teachers

		<ul style="list-style-type: none"> • View a teacher's appraisal • Change a teacher to be a deputy head of institution or head of institution • Cancelling appraisal • Countersigning deputy heads of institution of primary schools • Remove teachers from an institution- those who have exited • Can add incoming teachers • Undertake weekly lesson attendance • Generate various reports
	DHOI	<ul style="list-style-type: none"> • Appraising teachers • Undertaking weekly lesson attendance • Lesson observation • Generate various reports