

## CONTENTS

	<b>Page</b>
<b>Preface</b>	-
<b>Chapter 1</b> Introduction	-
<b>Chapter 2</b> Office of the Registrar/Chief Executive	-
<b>Chapter 3</b> Department of Administration and Supplies	-
<b>Chapter 4</b> Department of Finance and Accounts	-
<b>Chapter 5</b> Department of Planning, Research and Statistics	-
<b>Chapter 6</b> Department of Professional Operations	-

## **PREFACE**

For Teachers Registration Council of Nigeria, (TRCN), the year 2012 has remained quite eventful and memorable. It was a year decorated with remarkable achievements despite having taken – off on a very slow and hazy pedestal.

Not being depressed with the hazy take – off of the year, and determined to achieve set goals despite all odds, and with a view to conform to international standards and best practices, the TRCN, within the year under review, gave impetus to professionalization drives. This move was in – line with the Honourable Minister of Education’s strategic plan for the Education sector, and it was geared towards meeting the Council’s mandate as well as providing a template for achieving the Millennium Development Goals in teacher education.

The specific activities of the Council within the year were derived from TRCN mandates and international best practice among the professional regulatory agencies worldwide. In view of the above, emphasis laid on Registration and Licensing of qualified teachers, Accreditation, Monitoring and Supervision of the courses and programmes of teacher training institutions nationwide to ensure that they meet national and international standards.

TRCN was able to consolidate its reputations as Africa’s largest professional regulatory agency and was unanimously chosen by the African countries as the Secretariat of the newly formed Africa Forum of Teaching Regulatory Authorities (AFTRA). The AFTRA however, is a branch of the International Forum of Teaching Regulatory Authorities. In specific terms however, the milestone of the Council in the year under review include: Development of the Professional Standards for Nigerian Teachers (PSNT), which marks the first time in Nigeria that such a comprehensive document is created to monitor and measure the performance of teachers in terms of knowledge of subject matters, pedagogical skills, ethical conduct, fulfillment of professional obligations, and participation in continuous professional development programmes.

It was also within the year under review that TRCN commenced the licensing of teachers using biometric technology. Also hosted by TRCN within the year, was the 1<sup>st</sup> steering committee meeting of AFTRA with a special quest – International Conference workshop and Exhibitions (ICWE) GMBH Germany, an International Mega organizer of training, seminars and workshop.

The teachers Council also approved a special Post-Doctoral Diploma in Education (PDDE) programme for the University of Ilorin. As a result of this development, all the university’s lecturers have been mandated to obtain a teaching qualification encouraging other universities to adopt the programme.

Another major in the list of our achievement within the year being reviewed was the Development of the National Benchmark for Post-graduate Diploma in Education (NB-PGDE) among others.

However, our efforts and commitments are aimed at enhancing professionalism in teaching. Also, we intend to open limitless opportunities of our yearning teaching force that is enthusiastic for recognition and support with the view to restore the lost glory of the nation's education system.

As ever, TRCN's accomplishments within the year under review have remained product of collective efforts which were aimed at positively enhancing the status of the teaching profession for the benefit of the Nigerian student and the nation as a whole.

## CHAPTER ONE

### 1.0 INTRODUCTION

The Teachers Registration Council of Nigeria (TRCN) was established by Act 31 Of 1993 now CAP T.3 of 2004 in fulfillment of the quest for the professionalism of the teaching profession. Nigerian teachers had over the years clamored for the establishment of a regulatory Council of their own as obtains for all professional groups to regulate the practice of the profession.

They noted that the absence of such an agency was responsible for the low esteem of the profession, promoted the notion of teaching as an all-comers job; responsible for the deterioration of the material condition of teachers and its negative impact on the quality of education in the country.

Events preceding the establishment of TRCN included an unprecedented national strike by the Nigerian Union of Teachers (NUT) in 1992 calling for the establishment of the Council, and a series of other agitations and interactive action by stakeholders to fully sensitize the nation on the need for such agency and the advantages that it portends.

The enactment of the TRCN Act in 1993 did not however, materialize in its immediate take off. This had to wait for another six years before the Registrar/Chief Executive of the Council was appointed in April 1999. Even at that, the Council effectively commenced operation in June, 2000.

#### 1.1 TRCN Mandate

TRCN CAP T.3, section 1 (1) charged the Council with the following responsibilities:

- Determine who are teachers
- Determining what standards of knowledge and skill are to be attained by persons seeking to become registered as teachers and raising those standards from time to time as the circumstances permit;
- Securing in accordance with the provisions of the Act the establishment and maintenance of a register of teachers and the publication from time to time of lists of those persons;
- Classifying from time to time members of the teaching profession according to their level of training and qualification.

l) **The Governing Council**

The Act in section 2 (1) provides for a broad-based Governing Council for TRCN. The Council comprises institutional representation with only the Chairman appointed by Mr. President and Commander-in-Chief of the Armed Forces. The other members are professionals and tested technocrats in their areas of specialization representing various institutions as follows:

- a) A Chairman appointed by the president, Commander-in-Chief of the Armed Forces;
- b) A representative each of the committees of:-
  - Deans of and Directors of Education in Nigerian Universities;
  - Provost of Colleges of Education;
  - Rectors of polytechnics;
- c) One person to represent the following bodies:
  - The National Universities Commission;
  - The National Commission for Colleges of Education;
  - The National Board for Technical Education;
  - The National Teacher Institute;
- d) A representative of the Federal ministry of Education;
- e) Six persons to represent the State Ministries of Education to be elected in rotation among the states of the Federation to be appointed by the Federal Ministry of Education;
- f) Two persons to represent the Nigerian Academy of Education;
- g) Five persons elected by the Nigerian Union of Teachers in the Manner for the time being provided by the constitution of that association' and
- h) The Registrar/Chief Executive.

(i) **Compulsory Registration Prior to Practice:**

In section 17 (2), the Act provides that, on coming into effect of the law, it becomes an offence for an individual to teach, use the tag of a teacher or earn the reward of a teacher without being registered by TRCN.

(ii) **Accreditation, Supervision and Monitoring of Teacher Training Institutions:**

Section 7 and 8 empower TRCN to accredit, supervise and monitor courses and programmes of all teacher training institutions. They include faculties and

Institutes of Education of Nigerian Universities, Colleges of Educations, Schools of Education in Polytechnics and the National Teachers Institute (NTI). The law also empowers TRCN to withdraw recognition from any from any of these institutions that fail to meet the standards set, and graduates of such institutions cannot be registered, licensed and hence not qualified to practice.

**(iii) Discipline of Teachers**

Section 9 of the Act provides for the establishment of Teachers Investigating Panel (**TIP**) in all states of the federation INCLUDING THE Federal Capital Territory (FCT) and Teachers Disciplinary Committee (**TDC**) which is a Tribunal at the TRCN Headquarters. The TIP is empowered to investigate and verify allegations of breach of professional ethics by teachers and forward cases to TDC for trial and punishment. To get teachers fully aware of their ethical obligations, TRCN has produced and circulated to all registered teachers, the teachers Code of Conduct free of charge.

**(iv) Mandatory Continuing Professional Development of Teachers:**

Section 1 (i) (b) of the Act empowers TRCN to set standards of knowledge and skill to be acquired and raise those standards from time to time through programmes designed to continuously improve the quality of teachers through mandatory professional development courses.

**(v) Internship Schemes and Professional Examination**

Section 6 and 13 empower TRCN to prescribe internship programme which must be completed by fresh education graduates before registration and licensing. They also empower Council to prescribe and conduct qualifying examination to ascertain suitability of candidates before registration.

1.2 Administrative Structure of the TRCN

The Teachers Registration Council of Nigeria operates a five Departmental structure as stated below:

- i) Office of the Registrar/Chief Executive
- ii) Department of Administration and Supplies
- iii) Department of Professional Operations
- iv) Department of Planning, Research & Statistics and

v) Department of Finance and Accounts

1. TRCN State Offices

In addition to the five departments, TRCN operates the state office structure, each headed by a State Coordinator. Each of the State offices coordinates and monitors TRCN activities in the state. The list of state offices is as follows:

1. Abia State Office located at Umuahia
2. Adamawa State Office located at Yola
3. Akwa Ibom State located at Uyo
4. Anambra State Office located at Awka
5. Bauchi State located at Bauchi
6. Bayelsa State Office located at Yenagoa
7. Benue State Office located at Makurdi
8. Borno State Office located at Maiduguri
9. Cross River State Office located at Calabar
10. Delta State Office located at Asaba
11. Ebonyi State Office located at Abakiliki
12. Edo State Office located at Benin City
13. Ekiti State Office located at Ado-Ekiti
14. Enugu State Office located at Enugu
15. Gombe State Office located at Gombe
16. Imo State Office located at Owerri
17. Jigawa State Office located at Dutse
18. Kaduna State Office located at Kaduna
19. Kano State Office located at Kano
20. Katsina State Office located at Katsina
21. Kebbi State Office located at Birnin Kebbi
22. Kogi State Office located at Lokoja
23. Kwara State Office located Ilorin
24. Lagos State Office located at Lagos
25. Nasarawa State Office located at Lafia
26. Niger State Office located at Minna
27. Ogun State Office located at Abeokuta
28. Ondo State Office located at Akure
29. Osun State Office located at Osogbo

- 30. Oyo State Office located at Ibadan
- 31. Plateau State Office located at Jos
- 32. Rivers State Office located at Port Harcourt
- 33. Sokoto State Office located at Sokoto
- 34. Taraba State Office located at Damaturu
- 35. Zamfara State Office located at Gusau
- 36. FCT State Office located in Abuja
- 37. Yobe State Office located at Damaturu

### 1.3 **The Vision and Mission of TRCN**

Council in its determination to focus its activities towards achieving the mandate set for it to effectively control and regular the teaching profession in all its aspects and ramifications reframed its vision and missions as follows:

#### **i. TRCN Vision**

An effectively regulated teaching profession in Nigeria founded upon robust teacher education and practice and where teacher quality, discipline professionalism, reward and dignity match international standards.

#### **ii. TRCN Mission**

To assure teacher excellence and professionalism among teachers at all levels of the education system through effective registration and licensing of teachers; accreditation, monitoring and supervision of teacher education programme; promoting of continuing mandatory professional development; maintenance of discipline and leading the overall renaissance of the teaching profession in Nigeria.



**MANAGEMENT STAFF OF TRCN**

- |                           |   |
|---------------------------|---|
| 1. Prof. A. M. Wokocho    | - Registrar/Chief Executive                       |
| 2. Dr. Steve C. Nwokeocha | - Director, Professional Operations               |
| 3. Mr. B. A. Mshelia      | - Director, Administration & Supplies             |
| 4. Mr. E. N. Onyia        | - Director, Finance and Accounts                  |
| 5. Mrs. Ruth Ansari       | - Ag. Director, Planning, Research and Statistics |

## CHAPTER TWO

### OFFICE OF THE REGISTRAR/CHIEF EXECUTIVE

The Office of the Registrar/Chief Executive is the custodian of executive authority in the Council and the only office provided for in the TRCN enabling Act CAP T. 3 of 2004.

The Office of the Registrar/Chief Executive consists of six (6) Units, made up of the immediate Office of the Chief Executive, comprising his personal staff and registry; the Audit Unit Information and Protocols Units. These units report directly to the Registrar without any coordinating and supervisory level office. During the reporting year activities were carried out as followings:-

#### 2.1 Immediate Office of the Registrar/Chief Executive

Within the reporting year the Registrar/Chief Executive maintained a policy and measure of informality in his dealings with his staff. He had continued to prove that he has total support for any cause that pertains to staff welfare and mandate of Council. In this regard, the Registrar was able to accomplish the following:-

i) Since the beginning of the year 2012 the Registrar/Chief Executive held series of meetings with stakeholders and attended several seminars/conferences within and outside the country seeking ways and means of moving of the Council forward. Some of the conference attended or activities carried out were:-

a) High profile and presentation of research and policy papers at 3<sup>rd</sup> conference of Africa Forum of Teaching Regulatory Authorities (AFTRA), at Arusha in Tanzania where 12 staff participated.

b) Organization and hosting of Steering Committee of IFTRA Benin Republic.

c) Also, the Council's enormous sensitisation in 2012 yielded a lot of revenue from some of the states such as Ekiti Osun, Imo etc. Such that part of the revenue generated was used to procure projects vehicles and organize capacity building workshops for teachers in the states concerned.

d) Other activities in which the Registrar/Chief Executive piloted and was actively involved were:-

(i) The Registrar/Chief Executive attended series of induction programmes for new graduates of Colleges of Education and some Universities.

(ii) Two brand new Hilux vehicles were procured by the Council and commissioned by the Registrar/Chief Executive for the headquarters.

(iii) The Registrar/Chief Executive hosted the Africa Forum for Teaching Regulatory Authorities/International Forum for Teaching Regulatory Authorities (AFTRA/IFTRA) Steering Committee at Benin Republic.

## 2.2 Registrar's Tours of State Offices

The Registrar/Chief Executive toured some State offices and also held series of meetings with some stakeholders to achieve some set targets on the best way to actualize the mission and vision of the Council.

## 2.3 Challenges

The major challenge the Registrar/Chief Executive had in the year ended 2012 was poor appropriation of funds. The Council faced a lot of challenges due to paucity of funds, as a result of which many staff could not attend training workshops and seminars as scheduled in the year under review.

## 2.4 PROTOCOL UNIT

The office of the Registrar/Chief Executive has championed the teaching profession in Nigeria, the continent of Africa and the global community. The Protocol unit in the Registrar's office has numerous functions among which is to coordinate the itineraries of the Registrar/Chief Executive, Directors and the overall staff members, for both local and international travel by way of clearance visa, international passport, Hotel accommodation etc.

During the year, the unit provided such services for the Registrar and relevant offices during meetings held with some stakeholders: as follows:-

i) 3<sup>rd</sup> Roundtable steering Committee meeting held at Arusha, Tanzania in October/November 2012. Where 12 staff represented the Council.

2. 1<sup>st</sup> AFTRA e-learning conference in Africa co-hosted with e-learning ICWE held in Cotonou, Benin Republic in March, 2012. In addition to the Registrar/Chief Executive and the Director, Professional Operations, seven other staff also six officers including the Registrar/Chief Executive participated in the AFTRA Conference organized in South Africa in March, 2012.

## 2.5 Challenges

The major challenge of the unit is lack of fund to carry out its day to day activities. Thus recommend an allowance by way of imprest of N50,000.00 (**Fifty Thousand Naira**) monthly to meet some unexpected expenses. The unit also recommends that staff names be sent early for processing of visa to avoid undue delay.

## 2.6 **INTERNAL AUDIT UNIT**

The Internal Audit is one of the Units of the Office of the Registrar/Chief Executive. It is charged with the responsibility of making sure that the activities of the Council are well conducted according to the act establishing the Council. The unit is directly responsible to the Registrar/Chief Executive, thereby making it the 'eye' of the management. The staff strength of the unit within the year under review is made up of the following five (5) numbers;

- |                      |                                       |
|----------------------|---------------------------------------|
| • Eric Ighalo, FCNA- | - Deputy Director                     |
| • Bose Archibong     | - Senior Accountant                   |
| • Ebele Nebo         | - Senior Executive Officer (Accounts) |
| • Chikodiri Irokansi | - Accountant II                       |
| • David Zakka        | - Senior Clerical Officer             |

Before the financial year ended, there was general staff transfer in the Council, which saw the movement of Bose Archibong to Oyo state office Ibadan and Chikodiri Irokansi moving into the unit.

## 2.7 **Activities for the Year**

The activities of the year started with the end of the year 2011 stock-taking in collaboration with Finance and Accounts department, and Stores Personnel. The prices of Stores items were valued at the current rates.

The pre and post payment audit was carried out normally. All payment vouchers with relevant documents attached were audited and certified. In the process, errors, mistakes and omissions detected were instantly corrected. All purchases and supplies made were duly inspected alongside with Stores personnel, the user department and the suppliers, before taking the items on charge.

The hard copies of payroll and other relevant salaries and wages documents produced with the computer and the adjoining payment vouchers with the corresponding schedules were also checked and passed for payment.

Files of all newly employed personnel were checked with their credentials. Any observations discovered in the files were immediately made know to Administration department for correction. Some of the staff were found to have problems with their date of birth, certificates and while others failed to present original copies of their certificate after several years of graduation. All these problems were presented to Director of Administration and Supplies to deal with them accordingly.

The unit participated in some ad-hoc Committees meetings within the headquarters and state offices. The unit also took part in Senior Staff Appointments and Promotions Committee and Junior Staff Appointments and Promotion Committee.

The Deputy Director was the chairman of the Committee on Disposal of Unserviceable Property in the Council. The Deputy Director attended the following functions/programmes within the year under review:

- The Association of National Accountants of Nigeria (ANAN), Mandatory Continuing Professional Development (MCPD) Programme.
- The Association of National Accountants of Nigeria (ANAN), Annual Conference.
- Africa Forum of Teaching Regulatory Authorities 3<sup>rd</sup> Roundtable: Uniting Africa for the Internalization of the Teaching Profession. Arusha – Tanzania.
- Member of NUC, Ad-hoc Accreditation Panel to Covenant University, Ota and University of Lagos, Akoka.

## **2.8 Achievements**

The unit was able to tour some of the state offices to check their operations and put things in check for effective management. The unit also carried out post auditing on the operations of the Council successfully. The Deputy Director was made a FELLOW of Association of National Accountants of Nigeria (ANAN). The Deputy Director was nominated a member of NUC Ad-hoc Accreditation visitation Panel to Covenant University Ota, and University of Lagos, Akoka.

## **2.9 Challenges**

The challenge of the unit was the shortage of senior personnel to enable it carry out its required statutory duties.

## **2.10 INFORMATION UNIT**

The unit is charged with the responsibility of coordinating and ensuring smooth media relationship between the Council and the public. The unit in doing so during the year, coordinated the Registrar's appearances on major television programmes. In particular, the Unit had a successful year 2012 but the success would have been more credible if certain administrative procedures were religiously adhered to. However, during the reporting year activities were carried out as follows:-

### 2.11 **Activities for the year:**

During the reporting year, the unit was consistent with purchases and circulation of Newspapers within the Council. Also, it was able to monitor Newspaper reports, analyze the contents and advice the Council's management about newspaper reports that appear malicious in nature and threatening the Council's corporate existence. Such reports were treated with utmost urgency and seriousness.

Most of the major events of the Council were adequately covered in pictures and video for reference purpose.

#### **Achievements:**

The Unit succeeded in putting major Council events on NTA network news and obtained record publications in Major Newspapers across the country. Such events included the followings:-

- The suspension of registration of NTI graduates by TRCN
- The partial lifting of the suspension of NTI graduates by TRCN
- The total lifting of ban on NTI graduates by TRCN
- The Teachers Information System inauguration in Abuja
- The various induction of graduating teachers at the point of graduation.
- The maiden induction of NTI graduating teachers from Management and Staff of TRCN by Management.
- The 2012 oversight function visit of the Senate Committee on Education (Senator Uche Chukwumerije led Committee).
- The Maiden meeting of TRCN Coordinators and NUT's states chairmen with the Management of TRCN and the National Executive of NUT in Abuja.
- The 2012 World Teachers Day etc.

#### **Challenges:**

Inadequate representation of the Information Unit for the coverage of most of the Council's events outside the FCT. The Information Unit is a very vital unit in the establishment such that our roles in most official assignment both in the FCT and outside the FCT cannot be underestimated. Unfortunately, underestimation of the roles of the Unit was a major cankerworm we had to live with all through the year 2012. In the Unit, we have two (2) trained camera men and one (1) trained and seasoned journalist to do the job. As such, it is a function of necessity; if the event is important to TRCN, the appropriate number of officers from the Unit to cover the event is two (2) 'a camera man and a journalist'. This is an ideal situation. And since TRCN is a professional regulatory agency, we in 2013 should encourage professionalism.

Inadequate tools the Unit in the past years has been using one (1) video camera to do our jobs. In most cases within the year under review, our assignments clashed and we ran into a dead end because we only have one (1) camera. The Unit does not have any photo-camera to use.

The afore stated challenges were the major setbacks we had within the year under review.

Plan of Action for 2013:

- Within the year 2013. The unit intends to put together a book publication on the achievements of TRCN from November 2008 to November 2013.
- We also intend to put together a quarterly publication title 'From the Registrar's Office. (It would be an in-house journal).
- We intend to carry out at least one (1) Television and Radio documentary each on TRCN.
- We intend to hold at least two (2) press briefings within the year.
- We intend to be more dedicated to our duties.

### **Recommendations:**

I wish to recommend that:

- Civil Service procedures are followed in everything we do in TRCN
- Professionalism is encouraged. What I mean by that is that officers trained to do certain jobs are allowed to exhibit their professional skills and learn by doing what they were trained to do.
- The on-going training of staff in relevant areas of professionalism is commended.

## CHAPTER THREE

### DEPARTMENT OF ADMIN AND SUPPLIES

The Department of Administration and Supplies comprises the office of the Director and five (5) divisions namely;- Human Resources, Staff Training and Development, Staff Welfare, General Services and Council Matters. Each of these division is divided into various units for effective discharge of the functions of the department. Below are some highlights of functions of the Department:-

#### 3.1 **Functions of the Department**

The Department of Administration and Supplies is charged with the responsibility of coordinating the internal administration and supply chain of the Council. The mandate of the Department includes among others the following:-

- (i) Recruitment, confirmation of appointment, retirement, discipline, resignation of appointment, dismissal from service maintenance of staff records, transfer and merger of service, secondment/leave of absence and internal staff deployments.
- (ii) Preparation of up-dating of staff list.
- (iii) Interpretation of government rules, regulations, policies and circulars.
- (iv) Liaising with the Federal Civil Service Commission, Office of Head of the Civil Service of the Federal and other government agencies on establishment matters.
- (v) Staff Welfare Matters e.g. health, birth, death, marriage, pension, etc.
- (vi) Responsible for management and maintenance of Council's security matters.
- (vii) Advising Management and implementing its decisions on staff matters and Federal Government Labour Regulations.
- (viii) Servicing the meetings of Management Committee, the TRCN Governing Board and its sub-committees and meetings of Ad-Hoc Committees of Council and administrative committees.
- (ix) Procurement of office stock and non-stock items.

The activities of the department within the operating year are highlighted according to the various divisions as follows:-

Activities of the five (5) divisions that make up the department are as follows:-

#### a) **Human Resource Division**

This division is comprised of four (4) sections namely; Appointments & Promotion, Staff Training & Development, Staff Records and Grievances and Discipline.



In the 2012 reporting year activities were carried out as follows:-

### 3.1.1 APPOINTMENTS & PROMOTION

#### 3.1.2 Recruitment

Applications for appointments were processed and Council offered appointment to the following employees:-

S/N	NAME	RANK	CONRAISS	ASSUMPTION
1	Eze Hycinth Osondu	Assist. Chief Educ. Officer	11\2	21\02\12
2	Njoku, Uche Lilian	Education Officer I	08\1	23\01\12
3	Wokocha, Ijeoma Irene	Administrative Officer II	07\2	07\03\12
4	Ashibi, Noah Idang	Principal Education Officer	10\3	23\04\12
5	Aworanti, Taiwo Awowale	Senior Exec. Officer (Accts)	09\1	03\12\12

#### 3.1.3 Transfer of Service

The application of one officer who applied for transfer of service was processed. Details are shown in the table below.

S/N	NAME	RANK	CONRAISS	REMARKS
1	Shim Bingel	SEO	09/2	Transfer of Service to the Department of Petroleum Resources.

#### 3.1.4 Staff Promotions

In 2012, 115 staff sat for the promotion examinations and were successful. Of this number, seven (7) were directorate staff (CONRAISS 13 & above). Ninety-one (91) were senior staff (CONRAISS 06 – 12) while seventeen (17) were junior staff on CONRAISS 05 due for promotion to CONRAISS 06. Also four (4) senior staff and one (1) junior staff who sat for the exams were not successful. Particulars of all staff who sat the 2012 promotion exams are presented in the table below:-

#### **Those promoted table**

### 3.1.5 List of those who sat for the exams but were not successful in the 2012 promotion exams.

S/N	NAME	ID NO.	DEPT	CONR AISS	RANK	REMARKS
1.	Adewale, Comfort Aina (Mrs.)	360	P O	07/3	SAEO	Not promotable
2.	Nwokeocha, Chiemeze	404	P O	06/4	AEO	Not promotable
3.	Ebere, Perpetual (Mrs.)	444	P R S	07/4	P O II	Not promotable
4.	Idemudia, Isioma Sandra (Mrs.)	445	P O	07/4	Comp. Analyst	Not promotable

#### **Junior Staff**

S/N	NAME	ID NO.	DEPT	CONR AISS	RANK	REMARKS
1.	Elisha Ibrahim	165	PO	05/2	SEO	Not promotable

### 3.1.6 Conversion/Upgrading

During the year some officers who were granted approval for part-time studies had completed their studies and acquired relevant qualifications. Such officer were converted and upgraded based on their new qualifications to appropriate cadres as provided for in the federal scheme of service. Details are shown in the table below:-

S/N	NAME	RANK	CONRAISS	EFFECTIVE
1	Madu Chinwe	Edu. Officer II	07/1	7/08/2012
2	Ugah Morima Anthony	Accountant II	07/1	21/12/2012
3.	Dr. Felix Nwabochi	Chief Education Officer	12/10	

### 3.1.7 SALARY REVIEW

Management considered and approved the appointments of forty-two (42) staff who assumed duty with effect from 2008. The particulars of such staff are stated in the table below:-

S/N	NAME	DEPT	DATE OF APP.	RANK	GL CONPSS	GL CONRAISS	Recommended GL at Appointment	REMARKS
1	Ekemam, Chinedu Undubueze	PO	01\07\08	Education Officer I	CO 7 (GL 8\5)	08/4 (GL 9)	CO 8 (GL 9/1)	To be upgraded from EOII to EO I on GL 09 based on his B. Ed qualification, year of graduation and years of experience
2	Uwaoma, Christiana	PO	01\07\09	SEO	CO 9 (GL 10\1)	09/3 (GL 10)	CO 10 (GL 12/1)	Recommended as PEO on GL 12 as initial appointment based on year of graduation, years of experience and additional qualification of Master degree

3	Eze, Ode Sunday	PO	03\08\09	EO II	CO 7 (GL 08\2)	07/4 (GL 8)	CO 8 (GL 9/2)	Recommended as EO I on GL '09/1 as initial appointment based on year of graduation and years of experience
4	Onuoha, Blessing Chinyere	PO	13\08\09	EO I	CO 8 (GL 9\1)	08/3 (GL 9)	CO 9 (GL 10/1)	Recommended as SEO on GL 10 as entry appointment based on year of graduation and work experience.
5	Aihie, Imafidon Victor	PO	06\08\09	EO II	CO 7 (GL 8\2)	07/4 (GL 8)	-	Recommended for re-designation from EOII to PO II based on qualification of B.Sc. (Maths)
6	Njoku, Chibueze Damian	PO	06\08\09	EO II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 9 (GL 10/1)	Recommended as SEO on GL 10 as entry appointment based on year of graduation and work experience.
7	Kalio, Christopher Gabriel	PO	06\08\09	Comp. Engr. II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Comp. Engr. I on GL 09/1 recommended as entry appointment based on year of graduation and work experience.
8	Azorobodo, Sopuruchi Kelechi	PO	06\08\09	HEO	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Recommended as SEO (Admin) on GL09/1 as entry appointment based on year of graduation and work experience.
9	Oseni, Taiwo Fatimat	PO	06\08\09	EO II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Recommended as EO I on GL 09/1 as entry appointment based on year of graduation and work experience.
10	Adewumi, Olayemi Simon	PO	06\08\09	HEO	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	SEO (Admin) on GL 09/1 recommended as entry appointment based on year of graduation and work experience.
11	Mayaki, Josephine	PO	06\08\09	HWS	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	SWS on GL 09/1 recommended as entry appointment based on year of graduation and work experience.
12	Adegoke, Abimbola Temitope	PO	06\08\09	EO II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	EO I on GL 09/1 recommended as entry appointment based on year of graduation and work experience.
13	Chikelu, Calista Ngozi	PO	08\08\09	HEO (Admin)	CO 6 (GL 7\1)	07/2 (GL 8)	CO 7 (GL 8/2)	HEO (Admin) on GL 08/2 recommended as entry appointment.
14	Amadi, Ihuoma Vivian	PO	06\08\09	AO II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	AO I on GL 09/1 recommended as entry appointment based on year of graduation and work experience.
15	Iwuji, Ngozi Frances (Mrs.)	PO	03\09\09	EO I	CO 8 (GL 9\1)	08/3 (GL 9)	CO 9 (GL 10/1)	Recommended as SEO on GL 10 as entry appointment based on year of graduation and additional qualification of Masters degree.
16	Babale, Lwasam (Mrs.)	PO	07\09\09	SEO	CO 9 (GL 10/1)	09/3 (GL 10)	CO 10 (GL 12/1)	Recommended as PEO on GL 12 as entry appointment based on year of graduation and additional qualification of Masters degree.
17	Imumoren, Victoria Anosi (Mrs.)	PO	21\01\2010	Higher Estate Officer	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Recommended as SWS on GL 09/1 as entry appointment based on year of graduation and work experience.
18	Igbankwe, Dauda Patience (Mrs.)	PO	25\01\2010	AEO	CO 6 (GL 7\3)	06/3 (GL 7)	CO 7 (GL 8/1)	Recommended AEO III on GL 08/1 as entry appointment based on year of graduation and work experience.
19	Nwachukwu, Uzoma Anthonia (Mrs)	PO	04\02\2010	AO II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Recommended as AO I on GL 09/1 as entry appointment based on year of graduation and work experience.
20	Okere, Jude Izuchukwu	PO	14\05\10	AO II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Recommended as AO I on GL 09/1 as entry appointment based on year of graduation and work experience.
21	Obika, Angela Uzoamaka	PO	14\05\10	Admin Officer I	CO 8 (GL 9\1)	08/3 (GL 9)	CO 9 (GL 10/1)	Recommended as SAOI on GL 10/1 as entry appointment based on year of graduation and work experience.
22	Idoko, Anthony John	PO	18\05\10	Asst. Edu. Officer	CO 6 (GL 7\1)	06/3 (GL 7)	CO 7 (GL 8/1)	Recommended as AEO III on GL 08/1 as entry appointment based on year of graduation and work experience.

23	Obi, Frank	PO	01\06\10	Asst. Edu. Officer	CO 6 (GL 7\1)	06/3 (GL 7)	CO 7 (GL 8/1)	Recommended as AEO III on GL 08/1 as entry appointment based on year of graduation and work experience.
24	Osila, Ilimiretuni	PO	04\06\10	AO II	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Recommended as AO I on GL 09/1 based on year of graduation and work experience subject to submission of NYSC certificate which must be dated before 2007. If not, Admin Department should investigate.
25	Oloruntoba, Adekunle Steven	PRS	19\05\10	PO I	CO 8 (GL 9\1)	08/3 (GL 9)	Initial GL stands	Officer has B Tech. He was re-commended for re-designation from PO I to EO I.
26	Onyia, Christiana Chinweolu	PO	11\04\11	Planning Officer II	CO 7 (GL 8\1)	08/3 (GL 9)	CO 9 (GL 10/1)	Recommended as SPO on for GL10/1 as entry appointment based on year of graduation and relevant work experience.
27	Dauda, Gwary Maimuna	PO	14\04\11	Admin Officer I	CO 6 (GL 7\2)	07/3 (GL 8)	CO 9 (GL 10/1)	Recommended as EO I on GL09/1 based on year of graduation and MBA 2010 subject to verification of her Masters degree.
28	Ohunenese, Funmilayo Rachael	PO	15\04\11	Higher Executive O.	CO 6 (GL 7\2)	07/3 (GL 8)	CO 8 (GL 9/1)	Recommended as SEO (Admin) on GL 09/1 based on year of graduation and work experience.
29	Ogunbode, Olayinka Olufunke	PO	13\04\11	Planning Officer I	CO 7 (GL 8\2)	08/3 (GL 9)	CO 8 (GL 9/1)	Recommended as SEO (Admin) on GL09/1 at entry point based on year of graduation and acquisition of Masters Degree.
30	Ihionu, Adanze Ngozi	PRS	13\04\11	Planning Officer II	CO 6 (GL 7\2)	07/3 (GL 8)	CO 8 (GL9/1)	Recommended as EO I on GL 09/1 at entry appointment based on year of graduation and work experience.
31	Dr. Nwabochi, Felix Nkemka	PO	05\05\11	Asst. Edu. Officer	CO 10 (GL 11\2)	11/10 (GL 13)	CO 12 (GL 14/1)	Recommended as CEO on GL 14/1 at entry point based on year of graduation and work experience.
32	Chukwu, Barnabas Osondu	PO	01\08\11	Education Officer II	CO 7 (GL 7\2)	07/2 (GL 8)	CO 8 (GL 9/1)	Recommended as EO I on GL 09/1 as entry point based on year of graduation and work experience.
33	Akaninyene, Louis Ekpah	PO	5\12\11	Planning Officer II	CO 6 (GL 7\2)	07/2 (GL 8)	CO 8 (GL 9/1)	Recommended as PO I on GL 09/1 at entry appointment based on year of graduation and work experience.
34	Wokocho, Chioma Whekwreeze	PO	07\12\11	Planning, Officer I	CO 7 (GL 8\1)	08/1 (GL 9)	CO 8 (GL 9/1)	Recommended for re-designation from PO I to EO I on GL9/1 at entry point based on year of graduation.
35	Halliru, Sanusi	PO	12\12\11	Higher Asst. Education Officer	CO 6 (GL 7\1)	07\1 (GL 8)	CO 7 (GL 8/1)	Recommended as AEO III on GL 08/1 at entry point based on year of graduation and work experience.
36	Ibrahim, Kabiru	PO	12\12\11	Senior Asst. Edu. Officer	CO 7 (GL 8\1)	08\1 (GL 9)	CO 7 (GL 8/1)	Recommended as AEO III on GL 08/1 at entry point based on year of graduation and work experience.
37	Chukwuogo, Nkiruka Hope	PRS	13\12\11	Computer Analyst	CO 6 (GL 7\5)	07/5 (GL 8)	CO 9 (GL 10/1)	Recommended as Snr. Comp. Analyst on GL10/1 at entry point based on year of graduation and work experience.
38	Njoku, Uche Lilian	PO	23\01\12	Education Officer I	CO 7 (GL 8\1)	08\1 (GL 9)	CO 9 (GL 10/1)	Recommended as SEO on GL10/1 at entry point based on year of graduation and work experience.
39	Eleegenny, Ikenna	PO	17\12\07	Admin Officer I	CO 7 (GL 8\2)	08/2 (GL 9)	-	To be re-designated from AOI to EO I based on his B. Ed qualification
40	Alimigbe, Anno Frances	PO	17\05\10	EO I	CO 7 (GL 8\2)	07/4 (GL 8)	CO 8 (GL 9/1)	Recommended as EO I on GL 09/1 as entry appointment based on year of graduation and work experience.
41	Shitu Isah Moriki	PO	26/08/11	ACEO	CO 11 (GL13\2)	11/2 (GL 8)	CO 12 (GL 14/1)	Recommended as CEO on GL 14/1 as entry appointment subject to verification of Ph D.
42.	Aisha Saleh	PO		AEO	CO 6 (GL 07)	08/ (GL 08)	CO 07 (GL 08)	

### 3.1.8 STAFF RECORDS MANAGEMENT UNIT

#### Staff Strength

The total staff strength of the Council in the Nominal Roll is Three hundred and eighty eight staff members (388). This is made up of the following:

Male	=	235
Female	=	<u>153</u>
		<b>388</b>
Junior	=	47
Senior	=	<u>341</u>
		<b>388</b>

Following the recruitment of some new staff by Council the staff strength of Council stood at 388 in 2012. The break down was:-

S/N	NAME	ID NO	SEX	DEPT	RANK	CONRAISS
1	Eze Hycinth Osondu	523	M	PO	Assist. Chief Educ. Officer	11\3
2	Ibas, Theresa Ojekou	525	F	PO	Admin Officer I	08\4
3	Njoku, Uche Lilian	526	F	PO	Education Officer I	08\2
4	Wokocha, Ijeoma Irene	527	F	PO	Administrative Officer II	07\3
5	Ashibi, Noah Idang	528	M	PO	Principal Education Officer	10\4
6	Aworanti, Taiwo Awowale	529	M	PO	Principal Exec. Officer (Accts)	09\1

Also, some staff exited from the Council for one reason or the other. Particulars of such staff are shown in the table below.

S/N	NAME	RANK	CONRAISS	REMARKS
1	Ishaya Bulus Mshelia	PO II	07/2	Resignation
2	Unamu Morim Leonard	CEO	12/10	Deceased

### 3.1.9 Change of Names

A staff submitted application for change of name and this was approved and records updated. Details are shown below:-

S/N	NAME	FORMER NAME	NEW NAME	REMARKS
1	Justina Eihoda Phoebe	Justina Eihoda Phoebe (Miss)	Onoja Justina Phoebe (Mrs.)	

### 3.1.10 Deployment

Management observed that the staff strength of some state offices was poor. This in turn affected the productivity of such offices. In order to strengthen and enhance the performance of such state offices several officers were deployed from the Headquarters to the State offices. They were also provided with remuneration in line with extant rules. The list of those affected is shown in the chart below:-

S/N	NAME	RANK	NEW LOCATION
1.	Boniface Elemuwa	Snr. Educ. Officer	Niger State Office, Minna
2.	Cordelia Usifoh	Snr. Educ. Officer	Delta State Office, Asaba
3.	Oseni Taiwo	Educ. Officer II	Oyo State Office, Ibadan
4.	Obika Angela	Senior Admin Officer	Anambra State Office, Awka
5.	Obi S. Egbeji	Educ. Officer II	Cross River State Office, Calabar.
6.	Ajuta Cindy	Accountant II	Lagos State Office, Lagos
7.	Idoko Anthony John	Assistant Exec. Officer	Nasarawa State Office, Lafia
8.	Aboh Otse	Snr. Data Processing Assistant I	Nasarawa State office, Lafia
9.	Shuaibu Ene Lucy	Educ. Officer II	Benue State Office, Makurdi
10.	Chinyere Anyanwu	Educ. Officer II	Ebonyi State Office, Abakaliki
11.	Joy Enyi	Educ. Officer II	Akwa-Ibom State office, Uyo
12.	Azorobodo S. Kelechi	Educ. Officer I	Ogun State Office, Abeokuta
13.	Eze Sunday	Educ. Office I	Ebonyi State Office, Abakaliki
14.	Helen Sedemogun	Conf. Secretary	Kogi State office, Lokoja
15.	Obi Frank	Assist. Educ. Officer	Delta State Office, Asaba
16.	Daniel Shekarau	SDPA II	Kaduna State Office, Kaduna
17.	James Ekele	Education Officer I	Kogi State Office, Lokoja
18.	Israel Olorunshola	Admin Officer II	Ekiti State Office, Ado Ekiti
19.	Ebute Edo	Higher Exec. Officer (Admin)	Benue State Office, Makurdi
20.	Ekpah Akanenyine	Educ. Officer II	Akwa-Ibom Office, Uyo
21.	Yakubu Bello	Admin Officer II	Niger State Office, Minna
22.	Fatai Abdulazeez	Snr. Planning Officer	Kwara State Office, Ilorin
23.	Festus Olowookere	Statistician I	Ondo State Office, Akure
24.	Oloruntoba S. Adekunle	Planning Officer I	Kogi State Office, Lokoja
25.	Christopher O. Felix	Planning Officer II	Edo State Office, Benin City
26.	Justina Onoja	Planning Officer II	Plateau State Office, Jos

27.	Suleiman Isah	Snr. Assitant Educ. Officer	Nasarawa State Office, Lafia
28.	Zirrah Hamidu	Snr. Exec. Officer (Admin )	Nasarawa State Office, Lafia
29.	John Ogwuche	Snr. Admin Officer	Benue State Office, Makurdi
30.	Adams Udenyi	Chief Clerical Officer	Benue State Office, Makurdi
31.	Bolanle Ogundele	Admin Officer I	Ekiti State office, Ado-Ekiti
32.	Bosedede Archibong	Senior Auditor	Oyo State Office, Ibadan
33.	Josephine Maiyaki	HW/Superintendent	Delta State Office, Asaba

Inter-Departmental posting was carried out in 2012 is as follows:

S/N	NAME	RANK	FORMER DEPT	NEW LOCATION
1.	Iyeneomi Idasetima	Conf. Secretary	P.O	Sec. to DFA
2.	Chikodi Irokansi	Accounts Officer II	P.O	Internal Audit

### 3.2 LEAVE MATTERS

During the year under review the staff records which is responsible for processing leave matters received and processed applications for different categories of leave as shown below:-

i)	Casual Leave	-	81
ii)	Sick Leave	-	Nil
iii)	Study Leave	-	Nil
iv)	Maternity Leave	-	12
v)	Religious Leave	-	1
vi)	Compassionate Leave	-	1
vii)	Examination Leave	-	17
viii)	Differed Leave	-	1
ix)	Annual Leave	-	324
<b>Total</b>			<b>437</b>

Out of these numbers, 214 were male and 223 were female. Also out the figure, 294 were senior staff while 43 were Junior staff.

### **2.3.1 GRIEVANCES & DISCIPLINE**

One of the major responsibilities of Admin & Supplies Department is handling of staff discipline. This responsibility is handled by this section. In so doing the section processed reports on staff misconduct, investigates and report findings and submit appropriate recommendations to Management. During the 2012 review some disciplinary cases covering both state offices and head quarters were reported and processed. Details were as follows:-

### **INVESTIGATION**

**The following cases were investigated by the Division.**

i)	Abubakar Usman	-	Sokoto State	-	Ongoing
ii)	Dr. Hycinth Eze Osundo	-	Akwa-Ibom State	-	Concluded
iii)	Chinwe Madu	-	Anambra State	-	Concluded
iv)	Theft of pumping machine	-	Lagos State	-	Ongoing
v)	Assault between security man and staff brother.	-		-	concluded
vi)	Larai Kuta	-	Niger State	-	Ongoing

### **3.3.2 DISCIPLINARY ACTIONS**

The under listed officers were disciplined for various offenses. They were;

i)	Miss Cordelia Usifor	-	Department of Prof. Operations
ii)	Mrs. Chimezie Nwokeocha	-	Dept. of Prof. Operations
iii)	Mrs. Elizabeth Ezeji	-	Department of Prof. Operations
iv)	Mrs. Mercy Akumbur	-	Department of Prof. Operations
v)	Mr. Abubakar Idris	-	Department of Prof. Operations
vi)	Mrs. Esther Uwa	-	Department of Prof. Operations

### **3.3.6 TRAINING AND DEVELOPMENT DIVISION**

The Training and Development Division (T&D) is responsible for formulating proposals and implementing Council policies on Staff training and development. It is also responsible for processing applications for part-time studies and applications for study leave with or without pay.



The Division is comprised of three sections namely: Off-Plant Workshop Section, In-House Workshop Section, Off-Shore and Part-Time Study Section. The following activities were carried out by the Division in 2012.

#### 3.4.1 **OFF-PLANT WORKSHOP:-**

This involves sponsorship of staff to identified training workshop locally within the country. In 2012, one hundred and twenty (120) senior staff on CONRAISS 9 - 12 were sponsored for a three day workshop at Nasarawa, Kogi, Benin and Ondo state in November 2012. The key objectives of the workshop were, to acquaint staff with different skills on productivity improvement tools and techniques productivity application in the work place communication skills, work ethics, report writing with regards to improving the competences of the participants. Participants commended Management for organizing such a workshop and suggested that more of such workshops be organized for staff to upgrade their knowledge from time to time.

The table below shows the list of participants:-

#### 3.4.2 **INTENSIVE IN-HOUSE WORKSHOP FOR OFFICERS ON CONRAISS 09-12**

##### **ZONE ONE (1) NASARAWA STATE**

<b>N/O</b>	<b>NAME</b>	<b>STATE</b>	<b>RANK</b>	<b>CON</b>	<b>DTA</b>	<b>L. RUN</b>	<b>TRANS</b>	<b>TOTAL</b>
<b>1</b>	Ndshaba Solomon	Kebbi	PEO	11	36,000	10,800	33,600	<b>80,400</b>
<b>2</b>	Dr. Shitu Moriki	Zamfara	ACEO	11	36,000	10,800	25,000	<b>71,800</b>
<b>3</b>	Elizabeth Auta	Plateau	ACEO	12	36,000	10,800	8,240	<b>55,040</b>
<b>4</b>	James Adeka	„	AO I	09	36,000	10,800	8,240	<b>55,040</b>
<b>5</b>	Tsumba Akiliwa	Benue	ACEO	11	36,000	10,800	3,960	<b>50,760</b>
<b>6</b>	Umaru U. Yahuza	„	PEO	11	36,000	10,800	3,960	<b>50,760</b>
<b>7</b>	Dibal Hassana Gana	FCT	CEO	12	36,000	10,800	7000	<b>53,800</b>
<b>8</b>	Cecilia Danmagaji	„	ACEO	11	36,000	10,800	7000	<b>53,800</b>
<b>9</b>	Victor Menegbe	„	PEO	10	36,000	10,800	7000	<b>53,800</b>
<b>10</b>	Abdullahi, sa'id I.	Kano	ACEO	11	36,000	10,800	19,880	<b>66,680</b>
<b>11</b>	Ahmed R. Rufai	Borno	COE	12	36,000	10,800	31,600	<b>78,400</b>
<b>12</b>	Fati Ali Kyari	„	SEO	09	36,000	10,800	31,600	<b>78,400</b>

13	Aishatu Modibo	„	SEO	08	36,000	10,800	31,600	<b>78,400</b>
14	Mohammed Gunda	„	AO I	08	36,000	10,800	31,600	<b>78,400</b>
15	Nasiru Abdul	„	PEO	10	36,000	10,800	31,600	<b>78,400</b>
16	Zainab Lawal	Gombe	ACEO	11	36,000	10,800	19,640	<b>66,440</b>
17	Hamman Thiliza	Taraba	CEO	12	36,000	10,800	18,000	<b>64,800</b>
18	Aboki Abudi P.	“	SPO	09	36,000	10,800	18,000	<b>64,800</b>
19	Umaru, Yahaya	Minna	ACEO	11	36,000	10,800	13,240	<b>60,040</b>
20	Olabode, Olaniran Abel	HQS	CEO	12	36,000	10,800	7000	<b>53,800</b>
21	Ya’adua, Kabir Labaran	HQS	CEO	12	36,000	10,800	7000	<b>53,800</b>
22	Ezeahurukwe, Jacinta	HQS	CEO	12	36,000	10,800	7000	<b>53,800</b>
23	Akpa, Victoria Inikpi	HQS	ACPO	11	36,000	10,800	7000	<b>53,800</b>
24	Owan, Eshua Egbajie S. P.	HQS	EO	11	36,000	10,800	7000	<b>53,800</b>
25	Okunola, A. Hammed	HQS	PEO	10	36,000	10,800	7000	<b>53,800</b>
26	Otun, Akeem Olajide	HQS	EO	10	36,000	10,800	7000	<b>53,800</b>
27	Aniekwe, Gozie Mary	HQS	PEO	10	36,000	10,800	7000	<b>53,800</b>
28	Elemuwa, B. Onyekwere	HQS	SEO	09	36,000	10,800	7000	<b>53,800</b>
29	Ejemheire, Martha	HQS	SAO	09	36,000	10,800	7000	<b>53,800</b>
30	Babale, Lwasam	HQS	SEO	09	36,000	10,800	7000	<b>53,800</b>
31	Pogu, Joshua	HQS	SEO	09	36,000	10,800	7,000	<b>53,800</b>
32	Eze, Kanu Mackay	HQS	SAO	09	36,000	10,800	7000	<b>53,800</b>
33	Usifoh, Cordelia	HQS	EO	09	36,000	10,800	7000	<b>53,800</b>
34	Abah, Owoicho Sylvester	HQS	SCA	09	36,000	10,800	7000	<b>53,800</b>
35	Oke, Olaniyi O.	HQS	SPO	09	36,000	10,800	7000	<b>53,800</b>
36	Umuakpero, Joy Egbuwoku	HQS	SCA	09	36,000	10,800	7000	<b>53,800</b>
	<b>SUB-TOTAL</b>				<b>₦1,332,000</b>	<b>₦399,600</b>	<b>₦476,760</b>	<b>₦2,154,520</b>

**ZONE 2****LOKOJA, KOGI STATE**

<b>N/O</b>	<b>NAME</b>	<b>STATE</b>	<b>RANK</b>	<b>CONR</b>	<b>DTA</b>	<b>L. RUN</b>	<b>TRANS.</b>	<b>TOTAL</b>
1.	Amina Makarfi	Kaduna	CEO	12	36,000	10,800	20,080	<b>66,880</b>
2.	Julie Bathnna	"	Snr. Accts	10	36,000	10,800	20,080	<b>66,880</b>
3.	Ayuba Esther	Jigawa	SEO	09	36,000	10,800	32,400	<b>79,200</b>
4.	David Ali Mshelia	Kano	SPO	09	36,000	10,800	30,640	<b>77,440</b>
5.	Hamza Mohammed	"	SAO	09	36,000	10,800	30,640	<b>77,440</b>
6.	Usman M. Sani	"	SEO	09	36,000	10,800	30,640	<b>77,440</b>
7.	Ohunenese Niyi	Kwara	PEO	10	36,000	10,800	12,760	<b>59,560</b>
8.	Lucy Afolabi	"	Acct II	09	36,000	10,800	12,760	<b>59,560</b>
9.	Ajao R. Olatunji	"	SEO (Accts)	09	36,000	10,800	12,760	<b>59,560</b>
10.	Rosemary Davis	Edo	PEO	10	36,000	10,800	11,480	<b>58,280</b>
11.	Uwaoma Christiana	"	EO I	09	36,000	10,800	11,480	<b>58,280</b>
12.	Asagba A. Anthonia	"	SLO	09	36,000	10,800	11,480	<b>58,280</b>
13.	Eyorokeye Penawou	"	SEO	09	36,000	10,800	11,480	<b>58,280</b>
14.	Ayanbueze Okojie	"	SAO	09	36,000	10,800	11,480	<b>58,280</b>
15.	Popoola Atanda L.	HQS	AC (Accts)	11	36,000	10,800	7,720	<b>54,520</b>
16.	Eigege, Oloche Joy	HQS	Principal (Accts)	10	36,000	10,800	7,720	<b>54,520</b>
17.	Adamu Peter Monday	HQS	Principal (Accts)	10	36,000	10,800	7,720	<b>54,520</b>
18.	Ikpeme Nsima Edet	HQS	PEO (Accts)	09	36,000	10,800	7,720	<b>54,520</b>
19.	Swithines Kelechi Philomena	HQS	Senior (Accts)	09	36,000	10,800	7,720	<b>54,520</b>
20.	Okwose Philomena	HQS	Senior	09	36,000	10,800	7,720	<b>54,520</b>

			(Accts)					
21.	Ojewuyi Muiyiwa	HQS	SIO	09	36,000	10,800	7,720	<b>54,520</b>
22.	Archibong Bosede	HQS	Snr. Auditor	09	36,000	10,800	7,720	<b>54,520</b>
23.	Nebo, Ebere Clementina	HQS	EO II (Accts)	09	36,000	10,800	7,720	<b>54,520</b>
24.	David Shaba	HQS	EO	09	36,000	10,800	7,720	<b>54,520</b>
	<b>SUB-TOTAL</b>				<b>₦ 864,000</b>	<b>₦ 259,200</b>	<b>₦ 337,360</b>	<b>₦ 1,460,560</b>

### ZONE THREE 3 BENIN, EDO STATE

N/O	NAME	STATE	RANK	CONR	DTA	L. RUN	TRANS.	TOTAL
1	Felix Nwabochi	Rivers	ACEO	11	36,000	10,800	11,800	<b>58,600</b>
2	Eze N. Geoge	„	SEO	09	36,000	10,800	11,800	<b>58,600</b>
3	Lazarus Eze	Delta	PEO	10	36,000	10,800	5,200	<b>52,000</b>
4	Uloho P. Adjarho	„	SEO	09	36,000	10,800	5,200	<b>52,000</b>
5	Aturu Oluwole	„	SA	09	36,000	10,800	5,200	<b>52,000</b>
6	Ozegbe Wealth	Bayelsa	SEO	09	36,000	10,800	8,240	<b>55,040</b>
7	Aletor Omonzokpia S.	C/ River	SEO	09	36,000	10,800	19,600	<b>66,400</b>
8	Hilary, Onyia	Uyo	Accountant I	08	36,000	10,800	15,000	<b>61,800</b>
9	Okoro Eugenia	“	CEO	12	36,000	10,800	15,000	<b>61,800</b>
10	Adaugo Mezu	“	SEO	09	36,000	10,800	15,000	<b>61,800</b>
11	Claribel Nwachukwu	“	SEO	09	36,000	10,800	15,000	<b>61,800</b>
12	Ola Ezeji	Abia	CEO	12	36,000	10,800	11,160	<b>57,960</b>
13	Ogbuehi Ngozi	Abia	SEO	09	36,000	10,800	11,160	<b>57,960</b>
14	Nneka Onyebuchi	Enugu	PEO	10	36,000	10,800	10,160	<b>56,960</b>
15	Ugwu Eric Chika	„	Accts I	09	36,000	10,800	10,160	<b>56,960</b>
16	Laurette Chiaha	„	SPO	09	36,000	10,800	10,160	<b>56,960</b>
17	Otikpa Rosemary	Anambra	PEO	10	36,000	10,800	13,400	<b>60,200</b>

18	Asabe, Pur-Ishidi	HQS	SEO	09	36,000	10,800	6,600	<b>53,400</b>
19	Chinedu Ihekire	Ebonyi	PEO	10	36,000	10,800	10,160	<b>56,960</b>
20	Fatai, Abdulazeez	HQS	PTO	10	36,000	10,800	19,720	<b>66,520</b>
21	Nworah, Chukwuma C.	HQS	PTO	09	36,000	10,800	19,720	<b>66,520</b>
22	Bada, Musa	HQS	SPO	09	36,000	10,800	19,720	<b>66,520</b>
23	Andeya K. Joseph	HQS	SPO	09	36,000	10,800	19,720	<b>66,520</b>
24	Ngilari, Eliet Maigana	HQS	SEO	09	36,000	10,800	19,720	<b>66,520</b>
25	Yusuf Abdullahi	HQS	SL	09	36,000	10,800	19,720	<b>66,520</b>
26	Oloruntoba, A. Stephen	HQS	PO (I)	08	36,000	10,800	19,720	<b>66,520</b>
27	Olowookeere, Festus G.	HQS	Statistician I	08	36,000	10,800	19,720	<b>66,520</b>
28	Ogar, Abel Okomaye	HQS	PO I	08	36,000	10,800	19,720	<b>66,520</b>
29	Abdullahi, Taiye Taofikat	HQS	SSO	08	36,000	10,800	19,720	<b>66,520</b>
30	Ibrahim Idayat Olanike	HQS	SSO	08	36,000	10,800	19,720	<b>66,520</b>
	<b>SUB-TOTAL</b>				<b>₦1,152,000</b>	<b>₦ 345,600</b>	<b>₦472,680</b>	<b>₦1,970,280</b>

**ZONE FOUR (4) AKURE, ONDO STATE**

S/n	NAME	STATE	RANK	CONR	DTA X 3	L. RUN	TRANS.	TOTAL
1	Gbolahan Enilolobo	Lagos	CEO	12	36,000	10,800	10,800	<b>57,600</b>
2	Foluto O. Okoya	"	SEO	09	36,000	10,800	10,800	<b>57,600</b>
3	Ubaka I. Edna	"	SAO	09	36,000	10,800	10,800	<b>57,600</b>
4	Adaobi Ekwuno	"	SPO	09	36,000	10,800	10,800	<b>57,600</b>
5	Yusuf Olufunmilayo	Ogun	SAO	09	36,000	10,800	10,480	<b>57,280</b>
6	Aranmoleso Taiwo	"	SEO	09	36,000	10,800	10,480	<b>57,280</b>
7	Akande Samuel	Ondo	SEO	09	-	10,800	-	<b>10,800</b>
8	Oluwakayode Omotosho	Ekiti	ACEO	12	36,000	10,800	2000	<b>48,800</b>
9	Adebayo Olufemi	Ekiti	SPO	09	36,000	10,800	2000	<b>48,800</b>
10	Ruth Adeoye	Oyo	SAO	09	36,800	10,800	7,400	<b>54,200</b>

11	Olalekan, O. Benjamin	Osun	CEO	12	36,000	10,800	3,440	<b>50,240</b>
12	Jiya Mamman A.	HQS	SEO	08	36,000	10,800	15,080	<b>61,880</b>
13	Grace Akeju	HQS	SEO(Accts)	09	36,800	10,800	15,080	<b>61,880</b>
14	Elizabeth Ejubunu	HQS	CS II	08	36,000	10,800	15,080	<b>61,880</b>
15	Fayigbe Grace	HQS	HEO	08	36,000	10,800	17,600	<b>64,400</b>
16	Ogundele Bolanle	HQS	CS II	08	36,000	10,800	17,600	<b>64,400</b>
17	Bawa Muhammed	HQS	HEO	08	36,000	10,800	16,000	<b>62,800</b>
18	Ashibi, Noah Idang	C/River	PEO	10	36,000	10,800	16,000	<b>62,800</b>
19	Gideon Ighalo	HQS	SPO	09	36,000	10,800	16,000	<b>62,800</b>
20	Oluwakemi Ogbegbor E.	Edo	SLO	09	36,000	10,800	16,000	<b>62,800</b>
21	Ugo-Ali Lawrence	HQS	ACAO	11	36,000	10,800	15,800	<b>62,600</b>
22	Damisa, Faith (Mrs.)	HQS	PEO 1	10	36,000	10,800	15,800	<b>62,600</b>
23	Offong, Victor Effiong	HQS	PEO 1	10	36,000	10,800	15,800	<b>62,600</b>
24	Uwanaka, Chidi Stephen	HQS	PAO	10	36,000	10,800	15,800	<b>62,600</b>
25	Ihionu A, Chukwuemeka	HQS	PAO	10	36,000	10,800	15,800	<b>62,600</b>
26	Idoko, Linus Anthony	HQS	SAO	09	36,000	10,800	15,800	<b>62,600</b>
27	Ogwuche, John Obekpa	HQS	SAO	09	36,000	10,800	15,800	<b>62,600</b>
28	Ishaku, S. Joyce	HQS	SAO	09	36,000	10,800	15,800	<b>62,600</b>
29	Isah, Suleiman	HQS	EO	09	36,000	10,800	15,800	<b>62,600</b>
30	Mshelia, E. H. Rose	HQS	PEO	09	36,000	10,800	15,800	<b>62,600</b>
	<b>SUB-TOTAL</b>				<b>₦1,188,000</b>	<b>₦356,400</b>	<b>₦427,080</b>	<b>₦1,934,840</b>

### 3.4.3 IN-HOUSE WORKSHOP:

In-house workshop involves training of officers on their duty post. In this regard, in-house training was organized for officers on CONRAISS 7-12 in the departments of Finance and Accounts and Admin and Supplies. The course contents of Finance and Accounts workshop included but not limited to the following topics.

1. Overview of funds management, Final Accounts.
2. Procedures, challenges and mitigative actions.
3. Challenges of attitudinal change for managing improved productivity/ staff appraisal
4. Effective report writing skills.
5. Official communication skills.

While the course content for Admin and Supplies workshop included the following:

1. Overview of Administrative Techniques
2. Report writing skills
3. Effective official Communication
4. Effective time and stress management
5. Decent work attitude

The list of participants for both workshops are indicated in the chart below:

**3.4.4 LIST OF PARTICIPANTS FOR FINANCE AND ACCOUNTS DEPARTMENT'S IN-HOUSE WORKSHOP ON CONRAISS 07 – 12.**

S/n	NAME	RANK	CONR.
1	Popoola, Atanda Lukuman	AC(Accts)	11
2	Eigege, Oloche Joy	Principal(Accts)	10
3	Adamu, Peter Monday	Principal(Accts)	10
4	Ikpeme, Nsima Edet	SEO (Accts)	09
5	Swithines, Philomena Kelechi	Senior (Accts)	09
6	Okwose, Philomena Chika	Senior (Accts)	09
7	Bosedede Achibong	Snr Auditor	09
8	Nebo Ebere	Snr Auditor	09
9	Mshelia Pindar Anjikwi	Accountant I	08
10	Jiya Mamman Aliyu	SEO ( Accts)	08

11	Ogundele Iyabode Bolanle	AO I (Accts)	08
12	Marcus Abigail	HEO (Accts)	07
13	Kuje, Ladi Gideon	AO II	07
14	Wakawa, Wasinda Simfa	HEO (Accts)	07

**3.4.5 LIST OF PARTICIPANTS FOR ADMINISTRATION AND SUPPLIES DEPARTMENTAL IN-HOUSE WORKSHOP FOR OFFICERS ON CONRAISS 07 – 12.**

<b>S/N</b>	<b>NAME</b>	<b>RANK</b>	<b>CONR.</b>
1	Ugo-Ali Lawrence	ACAO	11
2	Damisa, Faith (Mrs.)	PEO 1	10
3	Offong, Victor Effiong	PEO 1	10
4	Nwanaka, Chidi Stephen	PAO	10
5	Ihionu A, Chukwuemeka	PAO	10
6	Idoko, Linus Anthony	SAO	09
7	Ogwuche, John Obekpa	SAO	09
8	Bello, Veronica Shola	PC SEC II	09
9	Nwanakpa Onyinyechi	SAO	09
10	Ishaku, S. Joyce	SAO	09
11	Isah, Suleiman	SEO	09
12	Mshelia, E. H. Rose	PEO	09
<b>13</b>	Musa, Adejoh Omachoko	DPO	08
<b>14</b>	Hamidu, Zirra	SEO	08
<b>15</b>	Bagiwams, Elizabeth Timothy	AO I	08
<b>16</b>	Agada, Godwin	HEO	07
<b>17</b>	Chechet, George Yanet	AO II	07
<b>18</b>	Ekwere, Grace Uche	AO II	07
<b>19</b>	Onem, Ayeni Onem	AO II	07



20	Chiwar Esther Musa	AO II	07
21	Salmawa Simon Ndahi	AO II	07
22	Akubueze Okechukwu Uchenna	AO II	07
23	Obishai, Anthony O.	TO	07

### 3.5 PART-TIME STUDIES:

In August 2011, Management placed embargo on all forms of study leave including part-time studies. Only applications for admission to the National Open University of Nigeria were processed since it is online studies and does not interfere with staff official duties. Also, in order to encourage staff to obtain higher qualification, Management granted approval for staff who applied for Ph'D programmes. The list of beneficiaries is presented in the table below:-

#### 3.5.1 BENEFICIARIES

S/N	NAME	F/NO	DEPT	COURSE	DATE	INSTITUTION ATTENDED
1	Nwokeocha, Chiemezie A,	391	PO	Masters Programme	2012	Enugu state University of Science & Tech.
2	Osa -Uwagie Osariere	513	PO	Masters Programme	2012	National Open University of Nigeria
3	Oseyimon, O Stanley	306	PO	Masters Programme	2012	National Open University of Nigeria
4	Ajao, Rauf Olatunji.	309	PO	Masters Programme	2012	National Open University of Nigeria
5	Oniyide, I. Olufunlayo	240	PO	Masters Programme	2012	National Open University of Nigeria
6	Abogunrin, denike bridget	438	PO	Masters Programme	2012	National Open University of Nigeria
7	Idasetima, Iyeneomi	433	FA	Masters Programme	2012	National Open University of Nigeria
8	Idemudia Isioma Sandra	445	PO	Ph'D Programme	2012	University of Port Harcult
9	Owan, Eshua Egbajie	084	PO	Ph'D Programme	2012	Benue state University
10	Muhammad,Sodangi M.	013	PRS	Ph'D Programme	2012	University of Nigeria, Nsukka

### 3.5.2 NON-STAFF TRAINING.

This category of training involves IT student and National Youth Corps Member. During the reporting period, four Corps members were accepted to serve in the Council. Details are shown below:-

S/N	NAME	COURSE	STATE	BATCH
1	Ochube, Ochanya Mary	French	HQ	2012/2013
2	Opara, Maxwell Onyewuchi	Chemical Eng.	HQ	2012/2013
3	Oshokoya, Oyindamola A	Banking& Finance	Ekiti	2012/2013
4	Oparaugo, Callista Chidinma	Account	HQ	2012/2013

### 3.5.3 INDUSTRIAL TRAINING:- (IT) Students.

(b) IT Students Nil:

### 3.5.4 COMPLIANCE WORKSHOP BY CCB:

A compliance training workshop was organized by the Code of Conduct Bureau for staff at the council Headquarters and at the Lagos State office. Below are details staff who participated in both workshops.

### 3.5.5 CODE OF CONDUCT COMPLIANCE TRAINING WORKSHOP FOR STAFF ON CONRAISS 2 - 5 AT KARU. (HQ. STAFF)

#### GROUP ONE

S/N	NAME	CONRAISS	DEPT.	COURSE FEE	TRANSPORT	TOTAL
1	Aniobi, Peter	02	AS	₦5.000	₦5.000	₦10.000
2	Uko, U. Amba	05	AS	₦5.000	₦5.000	₦10.000
3	Nwobodo, Rita Ngozi	05	PRS	₦5.000	₦5.000	₦10.000
4	Zakka, David	05	RO	₦5.000	₦5.000	₦10.000
5	Ali, Musa	05	AS	₦5.000	₦5.000	₦10.000
6	Gimba, Musa	05	AS	₦5.000	₦5.000	₦10.000
7	Gwatana, Innocent	05	AS	₦5.000	₦5.000	₦10.000

8	Shabiri, Sani	05	AS	₦5.000	₦5.000	₦10.000
9	Otse, Aboh	05	PO	₦5.000	₦5.000	₦10.000
10	Samari, Nathaniel Amos	05	PO	₦5.000	₦5.000	₦10.000
11	Lateef, Falilat Abike	04	AS	₦5.000	₦5.000	₦10.000
12	Helen, Sedemogun	04	PO	₦5.000	₦5.000	₦10,000
13	Akor, Augustine	03	AS	₦5.000	₦5.000	₦10.000
14	Ali, Sunday	03	AS	₦5.000	₦5.000	₦10.000
15	Shakarau, Daniel	03	PO	₦5.000	₦5.000	₦10.000
16	Onyah, Vincent	03	AS	₦5.000	₦5.000	₦10.000
17	Emmanuel Markus	03	PO	₦5.000	₦5.000	₦10.000
18	Yakubu, Kopwa	03	PO	₦5.000	₦5.000	₦10.000
	<b>TOTAL</b>			<b>₦90,000</b>	<b>₦90,000</b>	<b>₦180,000</b>

### 3.5.5 CODE OF CONDUCT COMPLIANCE TRAINING WORKSHOP FOR STAFF ON CONRAISS 6 - 10 AT KARU. (HQ. STAFF)

#### GROUP TWO (A)

S/N	NAME	CONRAISS	DEPT.	COURSE FEE	TRANSPORT	TOTAL
1	Owan, Eshua Egbejie	10	PO	₦5,000	₦10,000	₦ 15,000
2	Okunola, A. Hammed	10	PO	₦5,000	₦10,000	₦ 15,000
3	Otun, Akeem Olajide	10	PO	₦5,000	₦10,000	₦ 15,000
4	Onyenyi, Olubisi Ibiyemi	10	PO	₦5,000	₦10,000	₦ 15,000
5	Aniekwe, Gozie Mary	10	PO	₦5,000	₦10.000	₦ 15,000
6	Elemuwa, B. Onyekwere	09	PO	₦5,000	₦10.000	₦ 15,000
7	Ejemheire, Martha	09	PO	₦5,000	₦10.000	₦ 15,000
8	Babale, Lwasam	09	PO	₦5,000	₦10.000	₦ 15,000
9	Ngilari, Eliet Maigana	09	PO	₦5,000	₦10.000	₦ 15,000
10	Eze, Kanu Mackay	09	PO	₦5,000	₦10,000	₦ 15,000

11	Usifon, Cordelia	09	PO	₦5,000	₦10,000	₦ 15,000
12	Grace, Akeju	09	PO	₦5,000	₦10,000	₦ 15,000
13	Abah, Owoicho Sylvester	09	PO	₦5,000	₦10,000	₦ 15,000
14	Oke, Olaniyi O.	09	PO	₦5,000	₦10,000	₦ 15,000
15	Umuakpero, Joy Egbuwoku	09	PO	₦5,000	₦10,000	₦ 15,000
16	Ishidi P. A. Innocent	09	PO	₦5,000	₦10,000	₦ 15,000
17	Obong Thelma Ikpe	08	PO	₦5,000	₦10,000	₦ 15,000
18	Idasetima, Iyeneomi	08	PO	₦5,000	₦10,000	₦ 15,000
19	Onuoha, Blessing Chinyere	08	PO	₦5,000	₦10,000	₦ 15,000
20	Ekele, James Akogwu	08	PO	₦5,000	₦10,000	₦ 15,000
21	Muhammed, Bawa Gana	08	PO	₦5,000	₦10,000	₦ 15,000
22	Chukwu, Ebere Annabel	08	PO	₦5,000	₦10,000	₦ 15,000
23	Njoku, Uche Lilian	08	PO	₦5,000	₦10,000	₦ 15,000
24	Ejibunu, Elizabeth Ebun	08	PO	₦5,000	₦10,000	₦ 15,000
25	Irokansi, Chikodiri Ngozi	07	PO	₦5,000	₦10,000	₦ 15,000
26	Enyi, Joy Ekwo	07	PO	₦5,000	₦10,000	₦ 15,000
27	Auta, Cindy Chioma	07	PO	₦5,000	₦10,000	₦ 15,000
28	Alimigbe, Anno Frances	07	PO	₦5,000	₦10,000	₦ 15,000
29	Okere, Jude Izuchukwu	07	PO	₦5,000	₦10,000	₦ 15,000
30	Guskada, Celestina Vincent	07	PO	₦5,000	₦10,000	₦ 15,000
31	Uwa, Esther	07	PO	₦5,000	₦10,000	₦ 15,000
32	Ojewuyi, Muyiwa	09	RO	₦5,000	₦10,000	₦ 15,000
33	Archibong Bosede	09	RO	₦5,000	₦10,000	₦ 15,000
34	Nebo, Ebere Clementina	09	RO	₦5,000	₦10,000	₦ 15,000
35	David Shaba	09	RO	₦5,000	₦10,000	₦ 15,000
36	Cecilia Danmagagji	10	FCT	₦5,000	₦10,000	₦ 15,000
37	Menegbe, Victor N.	10	FCT	₦5,000	₦10,000	₦ 15,000

38	Obika, Angela Uzoramaka	08	FCT	₦5,000	₦10,000	₦ 15,000
39	Onyia Christiana	08	FCT	₦5,000	₦10,000	₦ 15,000
40	Grace Shayor Fayigbe	08	FCT	₦5,000	₦10,000	₦ 15,000
41	Olorunshola Israel	07	FCT	₦5,000	₦10,000	₦ 15,000
42	Ebute, Edoh	07	FCT	₦5,000	₦10,000	₦ 15,000
	<b>TOTAL</b>			<b>₦210,000</b>	<b>₦420,000</b>	<b>₦630,000</b>

**3.5.6 CODE OF CONDUCT COMPLIANCE TRAINING WORKSHOP FOR STAFF ON  
CONRAISS 6 - 10  
AT KARU. (H/Q. STAFF)**

**GROUP TWO (B)**

S/N	NAME	CONRAISS	DEPT.	COURSE FEE	TRANSPORT	TOTAL
1	Anyanwu, V. B. Anikwunife	08	RO	₦5,000	₦10,000	₦ 15,000
2	Oduh Idoko Anthony	07	RO	₦5,000	₦10,000	₦ 15,000
3	Okolie Anthony Obishai	07	AS	₦5,000	₦10,000	₦ 15,000
4	Ahmed, Halima	07	RO	₦5,000	₦10,000	₦ 15,000
5	Israel Joseph	07	RO	₦5,000	₦10,000	₦ 15,000
6	Eigege, Oloche Joy	10	FA	₦5,000	₦10,000	₦ 15,000
7	Adamu, Peter Monday	10	FA	₦5,000	₦10,000	₦ 15,000
8	Ikpeme, Nsima Edet	09	FA	₦5,000	₦10,000	₦ 15,000
9	Swithines, Philomena Kelechi	09	FA	₦5,000	₦10,000	₦ 15,000
10	Okwose, Philomena Chika	09	FA	₦5,000	₦10,000	₦ 15,000
11	Jiya Mamman Aliyu	08	FA	₦5,000	₦10,000	₦ 15,000
12	Ogundele Iyabode Bolanle	08	FA	₦5,000	₦10,000	₦ 15,000
13	Mshelia Pindar Anjikwi	08	FA	₦5,000	₦10,000	₦ 15,000
14	Marcus Abigail	07	FA	₦5,000	₦10,000	₦ 15,000
15	Kuje, Ladi Gideon	07	FA	₦5,000	₦10,000	₦ 15,000
16	Wakawa, Wasinda Simfa	07	FA	₦5,000	₦10,000	₦ 15,000

17	Mayaki Josephine	07	PO	₦5,000	₦10,000	₦ 15,000
18	Anyanwu Chinyere	07	PO	₦5,000	₦10,000	₦ 15,000
19	Adewumi, O. Simon	07	PO	₦5,000	₦10,000	₦ 15,000
20	Oseni, Taiwo Fatimat	07	PO	₦5,000	₦10,000	₦ 15,000
21	Ayedun, F. Oluwakemi	07	PO	₦5,000	₦10,000	₦ 15,000
22	Azorobodo, S. Kelechi	07	PO	₦5,000	₦10,000	₦ 15,000
23	Fatai, Abdulazeez	10	PRS	₦5,000	₦10,000	₦ 15,000
24	Nworah, Chukwuma Cornel	09	PRS	₦5,000	₦10,000	₦ 15,000
25	Onyekwelu, P. Sandra	09	PRS	₦5,000	₦10,000	₦ 15,000
26	Bada, Musa	09	PRS	₦5,000	₦10,000	₦ 15,000
27	Abah, Mary Ogbene	09	PRS	₦5,000	₦10,000	₦ 15,000
28	Oleka Ifeyinwa	09	PRS	₦5,000	₦10,000	₦ 15,000
29	Andeyaba K. Joseph	09	PRS	₦5,000	₦10,000	₦ 15,000
30	Pogu, Joshua	09	PRS	₦5,000	₦10,000	₦ 15,000
31	Yusuf Abdullahi	09	PRS	₦5,000	₦10,000	₦ 15,000
32	Oloruntoba, A. Stephen	08	PRS	₦5,000	₦10,000	₦ 15,000
33	Olowoikeere, Festus Gbenga	08	PRS	₦5,000	₦10,000	₦ 15,000
34	Ogar, Abel Okomaye	08	PRS	₦5,000	₦10,000	₦ 15,000
35	Abdullahi, Taiye Taofikat	08	PRS	₦5,000	₦10,000	₦ 15,000
36	Ibrahim Idayat Olanike	08	PRS	₦5,000	₦10,000	₦ 15,000
37	Obi S. Egbeji	07	PO	₦5,000	₦10,000	₦15,000
38	Yakubu, Bello	07	PO	₦5,000	₦10,000	₦ 15,000
39	Ekpa, Ekan	07	PO	₦5,000	₦10,000	₦15,000
	<b>TOTAL</b>			<b>₦195,000</b>	<b>₦390,000</b>	<b>₦585,000</b>

**3.5.7 CODE OF CONDUCT COMPLIANCE TRAINING WORKSHOP FOR STAFF ON  
CONRAISS 6 - 10 AT KARU. (HQ. STAFF)**

**GROUP TWO (C)**

S/N	NAME	CONRAISS	DEPT.	COURSE FEE	TRANSPORT	TOTAL
1	Ebere, Perpetual	07	PRS	₦5,000	₦10.000	₦ 15,000
2	Ihionu Adaeze Ngozi	07	PRS	₦5,000	₦10.000	₦ 15,000
3	Osagie, Christopher Felix	07	PRS	₦5,000	₦10.000	₦ 15,000
4	Oyeniya, Adebayo N.	07	PRS	₦5,000	₦10.000	₦ 15,000
5	Eihoda Justina Phoebe	07	PRS	₦5,000	₦10.000	₦ 15,000
6	Njoku, C. Damian	07	PO	₦5,000	₦10.000	₦ 15,000
7	Shaibu, Ene Lucy	07	PO	₦5,000	₦10.000	₦ 15,000
8	Eze, Ode Sunday	07	PO	₦5,000	₦10.000	₦ 15,000
9	Anikweze, Bosa Sunday	07	PO	₦5,000	₦10.000	₦ 15,000
10	Oruene, Tamunonengiyeofori	07	PO	₦5,000	₦10,000	₦ 15,000
11	Idemudia I. Sandra	07	PO	₦5,000	₦10,000	₦ 15,000
12	Akeninyene, Louis Ekpah	07	PO	₦5,000	₦10.000	₦ 15,000
13	Chikelu, Calista Ngozi	07	PO	₦5,000	₦10.000	₦ 15,000
14	Ugo-Ali Lawrence	11	AS	₦5,000	₦10.000	₦ 15,000
15	Damisa, Faith (Mrs.)	10	AS	₦5,000	₦10.000	₦ 15,000
16	Offong, Victor Effiong	10	AS	₦5,000	₦10.000	₦ 15,000
17	Nwanaka, Chidi Stephen	10	AS	₦5,000	₦10.000	₦ 15,000
18	Ihionu A, Chukwuemeka	10	AS	₦5,000	₦10.000	₦ 15,000
19	Idoko, Linus Anthony	09	AS	₦5,000	₦10.000	₦ 15,000
20	Ogwuche, John Obekpa	09	AS	₦5,000	₦10.000	₦ 15,000
21	Bello, Veronica Shola	09	AS	₦5,000	₦10.000	₦ 15,000
22	Nwanakpa Onyinyechi	09	AS	₦5,000	₦10,000	₦ 15,000

23	Ishaku, S. Joyce	09	AS	₦5,000	₦10,000	₦ 15,000
24	Isah, Suleiman	09	AS	₦5,000	₦10,000	₦ 15,000
25	Mshelia, E. H. Rose	09	AS	₦5,000	₦10,000	₦ 15,000
26	Musa, Adejoh Omachoko	08	AS	₦5,000	₦10,000	₦ 15,000
27	Hamidu, Zirra	08	AS	₦5,000	₦10,000	₦ 15,000
28	Bagwams, Elizabeth Timothy	08	AS	₦5,000	₦10,000	₦ 15,000
29	Agada, Godwin	07	AS	₦5,000	₦10,000	₦ 15,000
30	Alu Chibuike Omofia	07	AS	₦5,000	₦10,000	₦ 15,000
31	Chechet, George Yanet	07	AS	₦5,000	₦10,000	₦ 15,000
32	Ekwere, Grace Uche	07	AS	₦5,000	₦10,000	₦ 15,000
33	Onem, Ayeni Onem	07	AS	₦5,000	₦10,000	₦ 15,000
34	Chiwar Esther Musa	07	AS	₦5,000	₦10,000	₦ 15,000
35	Salmawa Simon Ndahi	07	AS	₦5,000	₦10,000	₦ 15,000
36	Akubueze Okechukwu Uchenna	07	AS	₦5,000	₦10,000	₦ 15,000
37	Ijeh, Alexander	06	PRS	₦5,000	₦10,000	₦ 15,000
38	Abdul Usman	06	AS	₦5,000	₦10,000	₦ 15,000
39	Giwa, Joseph	06	PRS	₦5,000	₦10,000	₦ 15,000
40	Olaide, Kasali Abiola	06	PRS	₦5,000	₦10,000	₦ 15,000
41	Ogazi, Bassey S.	06	PO	₦5,000	₦10,000	₦ 15,000
42	Yohanna, Ezekiel	06	AS	₦5,000	₦10,000	₦ 15,000
43	Akpa, Z. Kasumu	06	FA	₦5,000	₦10,000	₦ 15,000
44	Adamu, Abubakar	06	PRS	₦5,000	₦10,000	₦ 15,000
45	Ganiyu, Abiodun	06	RO	₦5,000	₦10,000	₦ 15,000
46	Udenyi, Adams	06	AS	₦5,000	₦10,000	₦ 15,000
47	Audu, Habu	06	RO	₦5,000	₦10,000	₦ 15,000
48	Obishaj, Blessing Maria	06	FA	₦5,000	₦10,000	₦ 15,000
49	Idoko, Anthony John	06	PO	₦5,000	₦10,000	₦ 15,000



50	Patience D. Igbankwe	06	PO	₦5,000	₦10,000	₦ 15,000
51	Obi, Frank	06	PO	₦5,000	₦10,000	₦ 15,000
52	Zakariah, Barnabas	06	RO	₦5,000	₦10,000	₦ 15,000
	<b>TOTAL</b>			<b>₦260,000</b>	<b>₦520,000</b>	<b>₦780,000</b>

**GROUP THREE (2) (OFFICERS ON CONRAISS 13 ABOVE)**

S/N	NAME	CONRAISS	DEPT.	COURSE FEES	TRANSPORT	TOTAL
1	B.A Mshelia	15	AS	₦5,000	₦ 15,000	<b>₦ 20,000</b>
2	Dr. Steve Nwokeocha	15	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
3	Onyia Emmanuel	15	F/A	₦5,000	₦ 15,000	<b>₦ 20,000</b>
4	Ansari Ruth (Mrs.)	14	PRS	₦5,000	₦ 15,000	<b>₦ 20,000</b>
5	Ighalo Eric	14	RO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
6	Melefa Agatha	14	AS	₦5,000	₦ 15,000	<b>₦ 20,000</b>
7	Bello Adamu	14	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
8	Umar Sodangi	14	PRS	₦5,000	₦ 15,000	<b>₦ 20,000</b>
9	Dahiru Roni	14	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
10	Sani Fatsuma	13	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
11	Iko Hannatu	13	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
12	Maryam Wakawa	13	F/A	₦5,000	₦ 15,000	<b>₦ 20,000</b>
13	Pam Paulina	13	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
14	Odumosu Aderonke	13	A/S	₦5,000	₦ 15,000	<b>₦ 20,000</b>
15	Nggaddah Rufus	13	PRS	₦5,000	₦ 15,000	<b>₦ 20,000</b>
16	Olabode, Olaniran Abel	12	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
17	Ya'adua, Kabir Labaran	12	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
18	Popoola, Atanda Lukuman	11	FA	₦5,000	₦15,000	<b>₦20,000</b>
19	Ezeahurukwe, Jacinta	12	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>
20	Akpa, Victoria Inikpi	11	PO	₦5,000	₦ 15,000	<b>₦ 20,000</b>

21	Dibal, H. G.	12	FCT	₦5,000	₦15,000	₦ 20,000
22	Ugo-Ali Lawrence	11	AS	₦5,000	₦ 15,000	₦ 20,000
	<b>TOTAL</b>			<b>₦110,000</b>	<b>₦330,000</b>	<b>₦440,000</b>

**CODE OF CONDUCT COMPLIANCE TRAINING WORKSHOP FOR STAFF OF LAGOS STATE OFFICE**

S/N	NAME	CONRAISS	DEPT.	COURSE FEE	TRANSPORT BALANCE	TOTAL
1	Gbolahan Enilolobo	11	P O	-	₦13,000	₦13,000
2	Foluto O. Okoya	09	„	-	₦8,000	₦8,000
3	Ubaka Ifenyinwa Edna	09	„	-	₦8,000	₦8,000
4	Ogunbode Olayinka Olufunke.	08	„	-	₦8,000	₦8,000
5	Adaobi Ekwuno	08	„	-	₦8,000	₦8,000
6	Ibas Theresa Ojekou	08	„	-		₦8,000
7	Nwachukwu Uzoma Anthonia	07	„	-	₦8,000	₦8,000
8	Degoke Abimbola Temitope	07	„	-	₦8,000	₦8,000
9	Aihie Imafidon Victor	07	„	-	₦8,000	₦8,000
10	Adesina Funmilola Adeola	07	„	-	₦8,000	₦8,000
11	Bamgboye Busola Olanike	07	„	-	₦8,000	₦8,000
12	Wokocha Ijeoma Irene	07	„	-	₦8,000	₦8,000
13	Adeolu Akinyemi	07	„	₦5,000	₦10,000	₦15,000

	T.					
14	Asindemade Lateef	06	„	-	₦8,000	₦8,000
15	Buhari Bushari	05	„	-	₦3,000	₦3,000
16	Blessing Olabimpe Ajayi	04		-	₦3,000	₦3,000
	<b>Total</b>			<b>₦5,000</b>	<b>₦125,000</b>	<b>₦130,000</b>

### **3.5.9 CHALLENGES.**

The desire of Management is to carry out consistent and continuous training of staff at all levels to ensure that staff are adequately equipped with knowledge, skills and attitudes required for optimum performance. However, year in year out, Council has not been able to achieve this desire and objective due to financial constraints. In 2012, Council was faced with acute financial constraint such that there was no training overseas and off-plant workshop as planned.

### **3.5.10 ACHIEVEMENTS:-**

Despite the financial constraints in 2012, about 125 officers on Conraiss 09-12 participated in a three (3) day In-house workshop, 36 coordinators participate in a 3 day In-house workshop and another 36 staff at the Headquarters in the departments of Finance and Accounts and Admin and Supplies attended a one day in house workshop.

## **4.0 COUNCIL MATTERS DIVISION'S**

### **4.1. Responsibilities of Council Matter's Division**

The responsibilities of the Division were as highlighted below:-

1. Providing secretariat services to Management, Governing Council and TRCN Management meetings with other organizations or professional bodies which involve the followings:
  - i. Arrangement of meetings
  - ii. Taking minutes of meetings
  - iii. Providing up-to-date correspondence with Council members
  - iv. Securing and providing Management memos and other documents
  - v. Production of decision extracts
  - vi. Any other duties assigned to it from to time

The Division in the year 2012 covered 10 meetings which were as follows:

#### **4.1.1. Management Meetings:**

The Management Committee held eight (8) meetings within the period under review. These meetings included one regular and either emergency or special meetings which were as follows:

- i. Tuesday 24<sup>th</sup> January, 2012
- ii. Friday 16<sup>th</sup> March, 2012
- iii. Monday 7<sup>th</sup> May, 2012
- iv. Friday August, 2012
- v. Monday 3<sup>rd</sup> September, 2012
- vi. Thursday 13<sup>th</sup> September, 2012
- vii. Monday 24<sup>th</sup> September, 2012

The meeting of 16<sup>th</sup> March, 2012 made it 76<sup>th</sup> in series of Management Committee meeting since inception of Council Management in the year 2000.

#### **4.1.2 Council's Management Meetings with other Bodies/Organization:-**

There were two (2) Council Management meetings with other bodies held as follows;

- i. Interactive meeting between Senate Committee on Education; 21<sup>st</sup> May, 2012.
- ii. Interactive meeting between Nigeria Union of Teachers (NUT); 16<sup>th</sup> October, 2012.

#### **4.1.3 Other Activities**

Other activities undertaken within the period under review were;-

- i. A comprehensive documentation of all Management meetings.
- ii. Production of minutes of meetings, Decision extracts and distributing same to Management Committee members for implementation.

#### **4.1.4 Challenges:-**

The year under review ended with some challenges which included the following;

- i. Non-implementation of production of Council and Management minutes and decision extracts into a compendium of booklets.
- ii. Late submission of Departmental reports for processing to Management meetings.
- iii. None payment of honorarium to Council and Management Secretariat staff as obtained elsewhere.
- iv. The policy of non-inclusion of the Division's personnel in major activities for proper knowledge of management deliberations.

#### **4.1.5 Action Plan**

Our plan is articulated in the Division's 2013 Annual work plan.

#### **4.2 WELFARE DIVISION**

##### **4.2.1 This Report Covers The Activities And Programmes Of Welfare Division Between January To December, 2012**

###### **1. NATIONAL PENSION REFORM ACT2004 ( Contributory Pension Scheme)**

The pension reform act, 2004 was passed into law on the 25<sup>th</sup> June 2004 by the national assembly. Pension Fund Administrators have been duly licensed to open Retirement Savings Accounts for employees, While PFCs (Pension Fund Custodians are to invest and manage the pension funds in as directed by the National Pension Commission. All staff were directed to appoint PFAs, and Retirement Savings Accounts opened and updated periodically.

In 2012, welfare division invited ARMs Pension Fund Administrators for an interactive session with staff. A lot of issues bothering staff on statements of accounts and other pension matters were clarified. In the same vein, statements of accounts of various PFAs were received and distributed accordingly.

###### **2. CAPITAL MARKET:**

The capital market is a market for acquisition of financial assets which have a long term maturity. Capital market provides long term debt and equity finance for the government and the corporate sector. It is also an important source for mobilizing idle savings from the economy.

A representative of Sky View Capital was invited by the council to enlighten staff on the capital market with a view to investing in shares. The sensitization session also informed staff of organizations that were viable and advised staff to invest in such organizations, and also appoint any stock broker to manage their portfolios if they had not done.

###### **3. NATIONAL HOUSING FUND:**

The national housing fund is a federal government scheme introduced for Civil servants and employees of organized private sector to contribute 2.5% of their monthly salary for the benefit of obtaining loans to either build, buy or renovate their own houses. The fund is managed by the Federal Mortgage Bank of Nigeria ( FMBN). All staff of the Council had registered and passbooks were periodically updated by the Finance/ Accounts department.

Equally staff of the Council visited the Federal Government Staff housing Loans Board where some were successful with their loan applications.

#### 4. SENDFORTH PARTY FOR RETIREES:

The Council organized a send forth party in honor of the under listed five (5) retired staff of the council on 26<sup>th</sup> April, 2012. The retired staff were also presented with parting Gifts as stated below:

S/No	NAMES	RANK	DATE OF RETIREMENT	PARTING GIFTS
1.	Dr. ( MRS.) Grace Adedoyin	DIRECTOR	04/04/2012	Complete office equipment Desk top computer/ Executive 2 visitors chairs, Table/ Chair, photo Album DVD
2.	Mr. Stephen Ekpemagha	Assistant Director	01/07/2011	Deep Freezer+ Album + DVD
3.	Mrs. Elizabeth Olabode	Assist Director	01/08/2011	Deep Freezer+ Album +DVD
4.	Mrs. Florence N.Okeke	Assistant Director	01/12/2011	Deep Freezer+ Album + DVD
	Mr. Galadima I. Mohammed	ACEO	15/08/2011	Deep Freezer + Album + DVD

#### 5. FELICITATION:

The Welfare Division felicitated with staff on their birthdays by posting names of celebrants on the notice boards every month.

#### 6. WEDDINGS:

The under-listed staff wedded in the year under review.

S/NO	NAMES	DATE OF WEDDING	Venue/State	Council Representative
1.	Zakka David (Registrar's office)	28 <sup>th</sup> April, 2012	Abuja	Bassey Ogozie. (P.O)
2.	Celestina Guskada ( p.o)	9 <sup>th</sup> June, 2012	Jos	Mrs. Obong(P.O)/Abigail Marcus (F&A)
3.	Peter Shabiri	8 <sup>th</sup> Dec, 2012	Kaduna	Adejoh Musa( A&S) & Daniel Shekarau (P.O)
4.	Ene Shaibu	16 <sup>th</sup> Dec, 2012	Abuja	Nil
5.	Helen Sedemogun	29 <sup>th</sup> Dec, 2012	Kogi	Nil

#### 4.2.2 CONDOLENCES:

The following staff were bereaved and the council was represented at the burial ceremonies.

S/NO	NAMES	DEPARTMENT	BURIED	DELEGATES
1.	Mrs. Elizabeth Ejibunu's Father	P.O	4 <sup>TH</sup> June,2012	Mrs. Bola Ogundele & Mrs Hannatu Iko
2.	Mr. Enilolobo's Mother	P.O	8 <sup>th</sup> & 9 <sup>th</sup> June, 2012	Mrs Veronica Bello & Miss Grace Fayigbe
3.	Mrs. Rita Nwogbodo's daughter	PRS	11 <sup>TH</sup> May,2012	Nil
4.	Mr. Vitalis Anyanwu's Brother	Registrar's office	29 <sup>th</sup> May,2012	Emeka Ihionu
5.	Habu Audu's Brother	Registrar's office	9 <sup>th</sup> June, 2012	Mrs Halima Momoh & Mr Isreal Joseph

#### 1. DEATH:

CHIEF L.M. UNAMU of Cross River state office passed on to glory on the 19<sup>th</sup> March, 2012 in active service. He was buried on the 24<sup>th</sup> April,2012. The Council took charge of the mortuary bills, casket and transport. The council was represented by Mr. Adamu Bello and Mr. Victor Offong.

#### 2. HOSPITALIZATION:

Mr. Anthony Ugah ( Executive officer Accts) of the cross river state office who was engaged in a ghastly motor accident at ogoja while running around for the burial arrangements of late chief .M. Unamu was hospitalized at Yorchitta near Vandikya. He was taken to the University of Calabar Teaching Hospital for a surgery which took place in July, 2012. Council was responsible for all his medical expenses; he is currently recuperating at home.

#### 4.2.3 CONGREGATIONAL MEETING:

The Welfare division organized a congregational meeting between Registrar/Chief Executive and staff of the Council on 3<sup>rd</sup> October, 2012. The Registrar used the medium to address staff on many issues and decisions taken

by Management while staff also used the opportunity to ask questions to clarify matters that concerned them. The directors equally gave accounts of their stewardship in the Council.

#### **4.2.4 VEHICLE INSURANCE:**

In line with federal government directive to insure all official vehicle against known. It is necessary to insure the vehicles as there are known hazards and related risks on our Nigeria roads and environs; insuring the vehicles apart from providing protection was a directive from the Federal Government. To this, all vehicles except the Peugeot Expert Buses were insured in 2012 and premium promptly paid.



## CHAPTER FOUR

### 4.0 PROFESSIONAL OPERATIONS DEPARTMENT

Conscious of the need to strategize towards the delivery of the Council's statutory mandates as enshrined in the Council's enabling Law TRCN Act, Cap T3 of 2004, coupled with the critical need to deliver the expectation of the Honourable Minister of Education towards impressive performance of the Education sector as envisioned in the performance contract, signed by the Honourable Minister of Education and TRCN Chief Executive, the Professional Operations Department through its various divisions embarked on numerous activities and programmes in the year under review.

The Professional Operations Department consists of six Divisions at the Headquarters and 36 State offices and FCT office, all of these are supervised by the office of the Director.

The six divisions in the department are as follows:

- Professional Regulations (PR)
- Field Operations/ International Engagement
- Education and Accreditation Division (EA)
- Registration and Documentation Division (RA)
- Certificate and Licensing Division (CL)
- Information and Communication Technology (ICT)

The department's activities were piloted on teams bases and motivation promoted by the Director and Divisional Heads. In the past one year, series of activities were embarked upon by the department to up – scale the mandate of the council, which consequently, led to concrete achievements recorded during the period under review. Below are some of the activities carried out in the department:

- **Registration and Licensing of Teachers:** The hall mark of any profession lies in its ability to be controlled and function under one umbrella. The Teachers Registration Council of Nigeria through its offices in the 36 states of the Federation and Federal Capital Territory succeeded in registering teachers at all levels and sectors.

In 2012, the council registered 26, 888 teachers from primary level to tertiary level. The table below depicts the registration on state basis.

<b>S/N</b>	<b>STATE</b>	<b>NO. REGISTERED</b>
1	Abia	697
2	Adamawa	661
3	Akwa ibom	1,756
4	Anambra	317
5	Bauchi	241
6	Bayelsa	460
7	Benue	569
8	Borno	517
9	Cross River	559
10	Delta	1,580
11	Ebonyi	263
12	Edo	1,090
13	Ekiti	172
14	Enugu	1,291
15	Gombe	655
16	Imo	191
17	Jigawa	33
18	Kaduna	1,582
19	Kano	397
20-	Katsina	507
21	Kebbi	26
22	Kogi	1,654
23	Kwara	1,686
24	Lagos	262
25	Nasarawa	388
26	Niger	628
27	Ogun	881
28	Ondo	147
29	Osun	437
30	Oyo	2,742
31	Plateau	434
32	Rivers	2,138
33	Sokoto	98
34	Taraba	130
35	Yobe	86
36	Zamfara	184
37	FCT	1,646
	Total	27,105

- **International Migration of Teachers:**

Trans-border mobility of labour has taken a centre stage over the past decades vital economic and political implications. Arguably, the implication of migration of teachers in particular can be positive or negative depending on the economic or political impact on country's development and also function in line with the individual's world view of the subject matter.

One major challenge of teachers' migration which has not received sufficient attention is the inability of teaching regulators to have a standardized benchmark for rationalizing qualification across nations. TRCN has been in the forefront of developing Commonwealth Teachers Recruitment Protocol, a document that promotes accessibility equality and better conditions of service by migrants.

In the same vein, TRCN has championed the issuance of *"Letter of Professional Standing"*, a document that validate and authenticate the qualifications and status of teachers wishing to teach outside the shore of Nigeria. *The letter is an article of faith endorsed by all teaching councils which must be issued by countries before their nationals could be considered to be in good standard to teach in foreign countries.* During the period under review, letter of professional standing were sent to many teaching authorities and teachers employers in countries such as: United Kingdom, USA, Canada, Australia, South Africa and host of other countries.

- **Accreditation, Monitoring and Supervision of Courses and Programmes of Teachers Training Institutions in the country:** To ensure quality in the education practice and conduct of teachers as well as to maintain integrity and standards for their teaching profession in Nigeria, TRCN undertook the accreditation of courses and programmes of teacher training institutions to ensure that they meet national minimum standards required for the production of professional teachers who would be marketable anywhere in the world. In this regard, TRCN successfully accredited many institutions running the Professional Diploma Education (PDE) and developed Post Graduate Diploma Education (PGDE) National Benchmark for uniform content and context of curriculum among the institutions running the programme. Below is a schematic presentation of institutions accredited/ monitored in 2012 by the council.

S/N	INSTITUTIONS	ACCREDITATION/ MONITORING	REMARKS
1	African Tinkers Comm. College of Educ. Enugu	Accreditation	
2	FCE Technical, Gusau	Accreditation/Monitoring of courses	
3	FCE Technical, Asaba	"	

4	College of Education Warri	“	
5	FCE Osielle, Ogun State	“	
6	Saint Augustine College. of Education. Akoka	“	
7	College of Education, Ikere Ekiti	“	
8	Angel Crown College of Education, Gidan - Daya . FCT	“	
9	FCE Technical, Omoku, River State	“	
10	Michael Otedola College of Primary Education. Noforija, Epe, Lagos	“	

- Organization of Internship Schemes and Induction:** The target of TRCN is to ensure quality education by having qualified teachers in the classroom and also to ensure that teaching regains its pride of place in the comity of professions in Nigeria. The Council therefore, undertook induction programmes tagged “operation catch them at the gate” a professional admission for teachers akin to the *‘Lawyers call to Bar’*. In this programme graduate teachers from various teacher training institutions across the country were sensitized early enough on the uniqueness of the profession and were legally conferred with professional status. This programme also provided for accurate data of teachers and statistical data bank for policy formulations and implementation. During the period under consideration, the council inducted students of the under mentioned institutions.

S/N	INSTITUTIONS INDUCTED	NO OF STUDENTS
1	Enugu State University of Technology, Enugu	397
2	Enugu State College of Education Technical, Enugu	159
3	University of Benin, Inst. Of Education, Edo State	750
4	Nnamdi Azikwe University, Awka, Anambra State	300
5	Olabisi Onabanjo University, Ago Iwoye, Ogun State	410
6	Federal College of Education, Eha - Amufu	534
7	College of Education, Nsukka, Enugu State	295
8	Adeniran Ogunsanya College of Education, Otto, Ijanikin Lagos	588
9	Kwara State College of Education	410
10	Federal College of Education (Tech) Omoku, River State	313
11	Niger Delta University, Wilberforce Island Yenagoa, Bayelsa State	132
12	Federal College of Education (Tech) Akoka, Lagos State	340
13	Institute of Ecumenical Education, Enugu State	237

14	University of Nigeria, Nsukka, Enugu State	690
15	University of Ilorin, Kwara State	236
16	Emmanuel Alayande College of Education, Oyo, Oyo State	53
17	Kwara State College of Arabic& Islamic Legal studies, Ilorin, Kwara State	179
18	Federal College of Education, Osiele, Abeokuta, Ogun State	118
19	University of Ibadan, Oyo State	300
20	National Teachers Institute, Ibadan Oyo State	135
	<b>Total</b>	<b>6,524</b>

- Capacity Building Workshops and Conferences:** Over the years, TRCN has carved a niche for its unprecedented professional development programmes for re-engineering and re-equipping of teachers for high quality and morale. This is achieved through organization of workshops, conferences and seminars on various critical themes of the teaching profession. In order to encourage participation, all TRCN trainings and programmes for teachers are free of charge with cost of transportation, accommodation and tuition borne by the Council. During the period under review (2012), workshop was organized for heads and principals of Basic and Secondary Education in River State; Directors of school SUBEB, SEMB, MOE and NUT office in Osun State; Ekiti State etc.
- Teachers Investigating Panel and Teachers Tribunal:** TRCN Act provides for the constitution of Teachers Investigating Panel (TIP), a statutory panel of five eminent persons, one of whom is a lawyer sworn into office by the State Chief Judge of each state of the Federation and FCT to carry out preliminary investigation into allegations of professional misconduct, incompetence and negligence of duties against any registered teachers.
- The Teachers Tribunal** is a statutory professional court that tries teachers alleged to have breached professional conduct or fallen short of expected standard of performance. The tribunal is regulated by the office of the Attorney General for the Federation and appeal against the ruling of the tribunal is heard only by the court of appeal. A rule of procedure for the teachers' tribunal was gazetted by the Federal Republic of Nigeria, during the year under review.
- Deployment of ICT Infrastructure:** During the period under review the Department embarked on aggressive improvement of its ICT facilities to promote efficient and effective utilization hinged on prompt service delivery in order to match International standards and practices. Under listed are some of the ICT infrastructures services put in place:

- **Internet Access:** Galaxy Backbone Plc provided Internet access via Fibre Optic internet link, backed up with VSAT link, both were however of administrative bandwidth and so were strictly utilized by the ICT and some vital divisions across Departments to carry out high priority tasks. Galaxy backbone also provides internet access to our zonal offices.
  
- ICT Resource maintenance and Support:** The management procured some computers and peripherals to replace the old ones in the Council. The items were distributed to staff to improve their efficiency.
- **TRCN WEBSITE:** During the period under review the Department hosted a new robust website that highlights the activities of the Council to the world. The website takes care of the numerous activities performed by the Council. The website was regularly updated and TRCN activities are current and readily available globally and this has improved the image of the Council greatly.
- **ICT Staff Training and Workshop:** TRCN Staff and Management were trained on Teachers Online Registration /ICT Infrastructure Management  
It was a forum to expose TRCN staff to the nitty-gritty of the Online Registration platform and basic use of Application Packages as well as Internet services.
- **Teachers Database:** Maintenance service was carried out on database maintenance. And a fresh installation of the TRCN Teachers Database Application was done on an alternate server to serve as Backup and recovery of the TRCN database
- **PO e – mail Group:** An email group was created to include the entire staff of the PO Department, both at the Head Quarters and the state offices. Virtually all members of staff of the Department have joined the group and it has tremendously improved networking/communication within the Department.
- **Front Office Set Up:** An Internet Service Front Office was set up in the ICT Division to cater for the internet needs of all staff of the Headquarter staff.
  
- **Publications:** As a way of achieving, promoting and enhancing excellence in education TRCN developed, published and distributed to teachers and other stakeholders, professional manuals and other topical and relevant materials which include the following among others:
  - **Professional Standards for Nigerian Teachers:** This is a global benchmark that defines the minimum knowledge, skills, conduct and other obligations

that a teacher must possess and be able to demonstrate in the discharge of his professional duties.

**National Benchmark for Post Graduate Diploma in Education** is a harmonised curriculum for the award of PGDE by all Teacher training Institutions in Nigeria to ensure uniformity in content and context of operations of the programme.

- **Professional Diploma in Education (PDE)**, a manual on the new teacher education programme introduced to widen access to teacher professional education for all categories of untrained teachers in Nigeria.
  - **Mandatory Continuous Professional Development Manual (MCPDM)**. This a comprehensive collections of meeting, intellectual and practical activities organised by TRCN as well as training and education programmes within and outside the education sector approved by TRCN as relevant to the teaching profession. This serves as a guide to teachers as to the minimum credit units required for re-certification and renewal of license.
  - **Teachers code of conduct**. This contains the minimum ethical standard expected of professional teachers in terms of their thoughts, words and action as a guiding principle against acts of commission or omission that run contrary to conventional ethical conducts or fall short of commonly held values, practices and norms
  - **The Nigeria Journal of Professional Teachers**. This is an international journal published by TRCN over the last six years containing latest research findings and best practices in teaching profession.
  - **Professional Diary**: This is a compendium in–news of TRCN activities published annually for the last six years and circulated throughout Nigeria and globally to key stakeholders.
  - **Guidelines for Accreditation of Teacher Education**: This document contains basic information on procedures for the accreditation, monitoring and
  - Supervision of Teacher education programmes in all colleges, institutes and faculties of education in Nigeria.
- **International Engagement**: Quite recently TRCN has become a loud trumpeter for the teaching profession in the African continent in particular and the global community at large. TRCN achieved International significance and recognition through the following International engagements:
    1. Serves as the **Headquarters of African Forum for Teaching Regulatory Authorities (AFTRA)** – a body of authorities regulating teaching in African Countries.
    2. TRCN is a member of the **International Forum for Teaching Regulatory Authorities (IFTRA)** - a world body of authorities regulating teaching in all

continents of the world with headquarters in Cardiff, Wales, and United Kingdom.

3. Developed and published on behalf of the world body (IFTRA) a **Global Benchmark for Continuous Professional development of Teachers**
4. Served as consultants to the commonwealth in London on the Research on **“Commonwealth Teacher Recruitment Protocol”**. A benchmark Protocol that ensures that teachers are treated equally as their counterparts in any commonwealth country where they are employed.



## CHAPTER FIVE

### 5.0 DEPARTMENT OF FINANCE AND ACCOUNTS

The Department of Finance and Accounts, the youngest department in the Council came into being on the 19<sup>th</sup> November, 2008. The department is headed by a Director in the person of Mr. E. N. Onyia (FCA) and each of the Division is headed by a divisional head between the ranks of Assistant Chief Accountant to Assistant Director, Accounts.

The Department is made up of three (3) divisions and seven (7) operational units. The divisions include:

- Funds Management
- Expenditure Control and Final Accounts and
- Budget and Budgetary Control

The operational units include the Cash/e-Payment Office, Payroll, the Stores, Expenditure Control and Final Account, Budget/Budgetary Control, Loans, Advances and Investment.

### 5.1 Summary of the Functions of the Department

The highlight of summary of the duties and responsibilities of the Department of Finance and Accounts include but not limited to the following:

- \* Implementation of the relevant provisions of the TRCN Act 31 of 1993 with respect to the establishment, maintenance, management and control of Teachers Fund and other resources of the Council.
- \* Establishment and maintenance of sound internal control systems.
- \* Developing instruments for collation, recording and reporting financial transactions.
- \* Keeping of proper books of accounts and records.
- \* Ensuring that Council's annual financial statements are prepared as and when due and that the statements are audited by External Auditors appointed in accordance with extant regulations and guidelines released for that purpose by the office of the Auditor-General of Federation.

- \* Putting in place measures for the effective mobilization and generation of revenue for the Council.
- \* Timely preparation and payment of staff emoluments and third party approved entitlements/deductions.
- \* Effective preparation and co-ordination of the Council's work plans, budgets and defence of same before the Federal Ministry of Education, House and Senate Committees on Education of the National Assembly.
- \* Effective implementation, control and judicious use of resources as approved in the workplan and budget.

## 5.2 **Functions of the three divisions**

The divisions in the department and their roles include:

### 5.2.1 **Funds Management Division**

The functions of this Division include:-

- Collection of bank statements, warrants, A.I.Es.
- Raising of LPO, Job Order, Contract and maintenance of LPO and Job order register.
- Preparation of payment vouchers, writing of schedules in support of e-payment documentations and submission of same to the banks.
- Preparation of staff Payroll, Payroll Summary Sheets and relevant Payroll based deductions.
- Preparation of bank cash books, analytical, petty cash books, bank reconciliation statements and other books of prime entry
- Preparation of periodic report/s in respect of inflows and outflows of funds to/or out of the Council.

### 5.2.2 **Expenditure Control and Final Accounts Division**

The functions of this Division include:-

- \* Checking/receipting of goods ordered and comparing same with LPO, invoices and way bills.
- \* Seeking and obtaining technical confirmation on technical stores items from relevant department where the expertise lies before taken the items on-charge.
- \* Raising of all necessary stores records (SRV,SIV) and writing/posting of all stores receipts and issues to the appropriate stores Bin Cards/Ledgers etc.
- \* Making requisition for stock replenishment.
- \* Maintenance of Vote books/ledgers
- \* Writing of Imprest Petty Cash Payment Vouchers, analytical petty cash book and raising of retirement of Advances Adjustment Vouchers.
- \* Cross-checking of entries into bank cash books, and bank reconciliation statements.
- \* Posting of monthly bank cash book balances to the relevant ledgers (Nominal, Real and General)
- \* Preparation and maintenance of a comprehensive Fixed Asset Register for the Council.
- \* Extraction of periodic and end of year trial balance, preparation of Income and Expenditure Account, Balance Sheet and other financial schedules and information required for annual audit purposes.
- \* Liaises with External Auditors in respect of the annual audit of the Council Accounts.

### 5.2.3 **Budget and Budgetary Control Division**

The function of this Division are:-

- \* Collation of all the departmental work plans and other informations needed for the Council's budget.

- \* Preparation of the Council's yearly revenue, recurrent and capital budget proposals, Medium Term Sector and Long-Term Budgets.
- \* Participation during the defence of all budget proposals before Federal Ministry of Education, House and Senate Committees on Education of the National Assembly.
- \* Carrying out an evaluation of actual results against set plans/budget.
- \* Preparation of budget and budgetary control and various periodic reports.
- \* Preparation of the summary of relevant periodic reports in respect of the sale of registration materials.
- \* Provision of the requisite information and advice to guide the Council in its Investment and Loan negotiation decisions.
- \* Provision of information as to whether or not a proposed activity is contained in the approved work-plan and or budget.

5.3 Details of the activities of the Department which border on financial Management and coordination of the Council's resources are highlighted hereunder.

5.3.1 **Year 2011 Audited Financial Statements and Report**

Messrs Ofo Odo and Company Chartered Accountants, No. 73 Ikwere Road, P.O. Box 3164 Port Harcourt was re-appointed in line with extant rules and regulation on the issue to carry out the Council's year 2011 annual audit exercise. The firm had completed its assignment and submitted the financial statements and reports for the Council for the year ended 31<sup>st</sup> December, 2011. Appropriate copies of the audited accounts and reports had been distributed to relevant government Ministries, Agencies, Extra-Ministerial Departments, etc. in accordance with the extant rules and regulations.

5.3.2 **Sales of Teachers Registration Forms/Handbooks and Receipt From Payment of Annual subscription**

(a) **Total Realization**

The total sales proceeds generated from the sale of Forms/Handbooks and receipt from Payment of Annual Subscriptions/Dues from Member as

compiled from the relevant collating bank statements for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2012 stood at about ₦120,000,000.00 (One Hundred and Twenty Million Naira) only.

(b) **Total Sales Commission Paid**

Available records show that the total amount paid so far as Sales Commission to relevant stakeholders/facilitators for the period 1<sup>st</sup> January to 31<sup>st</sup> December, 2012 stood at ₦7,201,453.20 (Seven Million, Two Hundred and One Thousand, Four Hundred and Fifty-three naira, Twenty Kobo) only.

(c) **Summary of Other Internally Generated Revenue As At 31<sup>st</sup>**

**December, 2012**

This includes:

<b>S/NO.</b>	<b>PARTICULARS</b>	<b>AMOUNT (₦)</b>
1.	Registration of Contractors and Tender Fees	267,500.00
2.	Other Sundry Income	13,550.00
	<b>Total</b>	<b>281,050.00</b>

5.4 **Status Report on the Implementation of Year 2012 Appropriation As At 31<sup>st</sup> December, 2012**

5.4.1 **Federal Government Fund Appropriation, Allocation/Releases to Council including Utilizations at 31/12/2012**

Federal Government Capital/Development, Personnel and Overhead Cost appropriated, released/allocated to the Council in respect of its services including funds utilization for the year ended 31<sup>st</sup> December 2012, is as summarized in the table below:

5.5

S/N	PARTICULARS	YEARS 2012 APPROPRIATION	TOTAL RELEASES	TOTAL UTILIZATION	FUND
		₦	₦	₦	
1.	Capital Development Cost	478,900,000.00	218,031,477.00	218,031,477.00	
2.	Personnel Cost	642,003,882.00	529,262,074.95	529,262,074.95	
3.	Overhead Cost	108,459,009.00	108,459,009.00	108,459,009.00	
	Total	1,229,362,891.00	855,752,530.95	855,752,530.95	

### **Visitation by Teams from the Office of the Accountant-General of the Federation**

The Council during the year played host to teams from the Office of the Accountant-General of the Federation who carried out the following activities:

- (a) Verification of National Housing Contribution and closure of 2011 Accounts and extraction of the cash book balances.
- (b) Ruled-off capital balances as at 3<sup>1st</sup> December, 2012 and extracted Council's balances of bank accounts as at same date.
- (c) Performed the Statutory Revenue Monitoring Exercise in the Council for the period covering 1<sup>st</sup> June, 2010 to 31<sup>st</sup> July, 2011.
- (d) Examination of the processes and procedures in the Accounts and Internal Audit Unit of the Council for the period July, 2010 to June, 2011
- (e) Routine and in-depth inspection of the Council's accounting books and records for the period 1<sup>st</sup> September, 2010 to 31<sup>st</sup> August, 2011.
- (f) Verification and Closure of 2011 Accounts and extraction of cash and bank balances in capital, personnel and overhead accounts of the Council as at 30<sup>th</sup> March, 2012.
- (g) Carried out the Annual Board Survey exercise of cash and Bank balances of the Council for the year ended 31<sup>st</sup> December, 2011 and 2012 respectively.

#### **5.5.1 Visitation by Teams from the Office of the Auditor-General for the Federation**

The Council during the review period hosted various teams from the Office of the Auditor-General for the Federation in the course of performance of following statutory functions:-

- (i) Audit Inspection/Collation Exercise of losses details and exit conference/discussion on doubtful loss/debts in the Council's debtors list of the Financial statements and

(ii) Audit Monitoring and Evaluation of Council's Capital Projects/Programmes for the period 2009 – 2011.

**5.5.2 Attendance to Mandatory Continuous Professional Education Programms (MCPES) Workshops, Seminars, Meetings etc. By Some Staff of Finance and Accounts Department in 2012**

During the review period, some staff of Finance and Accounts Department were sponsored by the Council to Mandatory Continuous Professional Educations Programmes (MCPES), Workshops, Seminars, Meeting etc which have impacted positively on their official duties.

The names of the beneficiaries and the programmes they attended include but not limited to the following:

<b>S/No</b>	<b>Name and Designation of Staff</b>		<b>Name of Programmes Including Venue</b>	<b>Highlight of the Issues/Papers Delivered</b>
1.	<b>Onyia E. N.</b> Director, Finance and Accounts	(a)	5 days ICAN Seminar on Intensive Training in IFRS 06/08/2012 to 10/08/2012 at Sharon Ultimate Hotels, Abuja.	Intensive Training in IFRS
		(b)	5 days e-payment training held on 17 <sup>th</sup> – 21 <sup>st</sup> September, 2012 at system specs Training Centre, 136 Lewis Street Obalande, Lagos.	e-payment training for Public Sector Officials by system specs.
		(c)	Two days CITN MPTP held on 23 <sup>rd</sup> and 24 <sup>th</sup> October, 2012 at Labour House, Central Business District, Abuja.	<ul style="list-style-type: none"> <li>• Features of Nigeria Tax Model in negotiating Bilateral Tax Treaties</li> <li>• Overview of Tax Incentives under the Nigerian Tax Laws.</li> <li>• Promoting Fiscal Responsibility and Accountability towards optimal Revenue Generation.</li> </ul>
		(d)	Four days Workshop on Budget Implementation organized by Brain mynd from 18 <sup>th</sup> June to 21 <sup>st</sup> 2012 at Nigerian Institute of International Affairs, Kofo Abayomi Street, Lagos.	<ul style="list-style-type: none"> <li>• 2011 Budget Performance and the prospect of 2012 Budget</li> <li>• Factors Militating Against Effective Budgeting in Nigeria</li> <li>• Strategies for Budget Implementation in Nigeria</li> </ul>
		(e)	3 <sup>rd</sup> Roundtable of Africa Forum of Teaching Regulatory Authorities held from 20/10 – 01/11/2012 in Arusha, Tanzania	AFTRA roundtable conference

2.	<b>Maryam Wakawa .U.</b> Assistant Director Accounts	(a)	4 days ANAN MCPD on 3 <sup>rd</sup> – 6 <sup>th</sup> December, 2012 at Akure Ondo State	<ul style="list-style-type: none"> <li>• Corporate Governance practice an insight into FRC act</li> <li>• Accounting Standards setting and relevance of FRC act</li> <li>• International Auditing Standard and Directorate of auditing practice standard of FRC</li> <li>• Valuation and proper reporting: The challenge to Accountants and Auditors as presented by FRC act.</li> <li>• Inspection and Monitoring; the role of FRC on the professional Accountants</li> <li>• The ethical role in FRC act in an attempt to fight corruption, Terrorism and money laundry in Nigeria through the Professional Accountants</li> </ul>
		(b)	4 days e-payment Training 15 – 19 October, 2012 at system spec’s Training Centre Lagos	E – Payment Training for public sector official for end to end payment transactions for capital and Re- current expenditures.
3.	<b>Atanda Popoola</b> Assistant Chief Accountant	(a)	2 Day ICAN MCPE Programme on Public Sector Accounting held at Airport Hotel Ikeja, Lagos between 12 <sup>th</sup> – 13 <sup>th</sup> September, 2012	<ul style="list-style-type: none"> <li>• Alternative funding for infrastructural Development in Nigeria</li> <li>• The Role of Public Sector Accountant</li> <li>• The challenge of cultivating IT culture in Public Sector</li> <li>• Institutions Building as a bedrock for National Development</li> <li>• Strengthening Professional Ethics of the Public Sector Accountant</li> </ul>
4.	<b>Adamu Peter Monday</b> Principal Accountant	(a)	Four Days ANAN MCPD on development in corporate reporting and Auditing from 24 <sup>th</sup> – 27 <sup>th</sup> September, 2012	<ul style="list-style-type: none"> <li>• Regulatory Development: Financial Reporting Council</li> <li>• E – Reporting: An information Technology (IT) perspective of corporate Reporting</li> <li>• Cases in forensic investigation and evidence</li> <li>• Liquidity management: cases and impact</li> <li>• Audit quality and Auditors independent</li> <li>• Financial Instruments: Derivatives and Hedge Accounting</li> <li>• Revenue Recognition cases and effect.</li> </ul>
5.	<b>Eigege Oloche Joy</b> Principal Accountant	(a)	4 days ANAN MCPD on 3 <sup>rd</sup> – 6 <sup>th</sup> December 2012 at Akure Ondo State.	<ul style="list-style-type: none"> <li>• Corporate governance practice an insight into FRC act.</li> <li>• Accounting Standards setting and relevance of FRC act.</li> <li>• International Auditing Standard and Directorate of auditing practice standard of FRC</li> <li>• Valuation and proper reporting: The challenge to accountants and auditors as presented by FRC act.</li> <li>• Inspection and monitoring the role of FRC on the professional accountants</li> <li>• The ethical role in FRC act in an attempt to fight corruption, terrorism and money laundry in Nigeria through the Professional Accountants.</li> </ul>
6.	<b>Okwose P. Chika</b> Senior Accountant		4 days ANAN MCPD on 3 <sup>rd</sup> – 6 <sup>th</sup> December 2012 at Akure Ondo State.	<ul style="list-style-type: none"> <li>• Corporate governance practice an insight into FRC act.</li> <li>• Accounting Standards setting and relevance of FRC act</li> <li>• International auditing standard and Directorate of auditing practice standard</li> </ul>



				<ul style="list-style-type: none"> <li>of FRC</li> <li>Valuation and proper reporting: The challenge to accountants and auditors as presented by FRC act.</li> <li>Inspection and monitoring the role of FRC on the Professional Accountants</li> <li>The ethical roles in FRC act in an attempt to fight corruption, Terrorism and money Laundry in Nigeria through the Professional Accountants.</li> </ul>
7.	<b>Swithines Philomena</b> Senior Accountant		4 days ANAN MCPD on 3 <sup>rd</sup> – 6 <sup>th</sup> December 2012 at Akure Ondo State.	<ul style="list-style-type: none"> <li>Corporate governance practice, an insight into FRC Act</li> <li>Accounting Standard settings and relevance of FRC Act</li> <li>International Auditing standards and Directorate of auditing practice standards of FRC</li> <li>Valuation and paper reporting; the challenge to accountants and auditors as presented by FRC act</li> <li>Inspection and monitoring; the role of FRC on the professional Accountants</li> <li>The ethical roles in FRC act in an attempt to fight corruption, Terrorism and money laundry in Nigeria, through the professional accountants.</li> </ul>

## CHAPTER SIX

### 6.0 DEPARTMENT OF PLANNING, RESEARCH AND STATISTICS

#### 6.1 Introduction

The year 2012 was a transition period for the Department of Planning Research And Statistics as there was a change of leadership in the Department.

The former Director retired and was replaced with Mrs. Ruth A. Ansari as the new acting Director. Also deployed to the Department was the Deputy Director, Research and Statistics, Alh. Umar Sodangi. The department was restructured from four (4) divisions to three (3) divisions. The Research and Statistics divisions were merged.

In the year under review, the department recorded tremendous achievement in the areas of policy/physical planning and development of Council's Headquarters on the needs and aspiration of Teachers in order to keep pace with future expectations.

The newly restructured divisions are as follows:

1. Planning Division
2. Research & Statistics Division
3. Library and publication Division.

#### 6.1.1 Basic Function of the Department

Based on the fundamental mandate of the Council as enshrined in the TRCN Act 31 of 1993 (now Cap T3 of 2004), the department is saddled with the following responsibilities:

- i. To develop plans that will enable Council take decisions on policy matters, physical growth, short and long term plans in the professionalization of teaching in Nigeria.
- ii. In conjunction with other departments, to plan and coordinate the Council's conferences, seminars and workshops.
- iii. To plan for Council's Capital Budget proposals in collaboration with the Department of Finance and Accounts.
- iv. To coordinate and produce the Annual Work Plan for the Council.

- v. To plan for Council's budget proposals in collaboration with department of Finance and Accounts.
- vi. To produce statistical information of teachers in Nigeria and other statistics arising from the operation of the Council and teachers professionalism.
- vii. To produce the Statistical Digest on annual basis and dissemination of such statistics information for policy development, decision making and policy execution.
- viii. To develop a powerful data bank generated primarily from stakeholders for use by researchers, corporate organizations at National and international levels.
- ix. To publish in collaboration with other departments Council's Nigeria Journal of Professional Teachers (NJPT) and research materials to promote the professionalization of teaching.
- x. To determine on periodic basis, the teachers' needs at various levels of the education sector.
- xi. To initiate and in collaboration with other departments, execute special projects for the Council.
- xii. Collaborate with national, regional and international education, information and library networks to ensure that documentation services on teaching and education development in the country are readily available.
- xiii. Commission periodic research on strategies for developing quality teachers at all levels in the country.
- xiv. Provision of library services comprising of books and publications that are focused on teachers' development and teaching profession.
- xv. To carry out other duties as may be assigned by the Registrar/Chief Executive of the Council.

### **6.1.2 Activities**

The department takes directives from the Registrar/Chief Executives and links up with other departments of the Council in order to achieve her mandates. Below are the activities of the department in the year 2012.

### **6.1.3 Director's Office**

The Director's office coordinates the activities of the Divisions of the Department and special projects in the Council.

### **6.1.4 TRCN/STEP-B Project**

The Council was commissioned by the WorldBank in 2008 to develop a database of Science, Technology and Mathematics (STM) teachers at Post-Basic education under the World Bank supported project tagged "Science and Technology Education at Post-Basic" (STEP-B) project. The Council successfully implemented the project and submitted the report to the WorldBank and the general public at a colourful ceremony in the Council's Headquarters, Abuja Nigeria.

### **6.1.5 Strengthening Mathematics And Science Education (SMASE) Nigeria Project**

The Federal Government of Nigeria with Technical Support from Japan through the Japan International Cooperation Agency (JICA) is implementing a project Strengthening Mathematics And Science Education (SMASE) in Nigeria at primary level. The project started with baseline survey in 2006 and the first phase started with a Pilot Test in Niger, Kaduna and Plateau States. The Project is being cascaded to the grass root level, which is the prelude for local and school level introduction of the identified good practice in teaching and learning of mathematics and science education. This is activity-based and pupils-centered approach so called ASEI/PDSI (**A**ctivity, **S**tudent-centered, **E**xperiment, **I**mprovisation / **P**lan, **D**o, **S**ee, **I**mprove). This project has established an effective In-Service Education and Training (INSET) model for the teachers in the field in the 3 pilot states, Kaduna, Niger and Plateau. The second phase involves cascading to the local level and scaling up to the non-pilot states. Teachers Registration Council of Nigeria (TRCN) was charged with the responsibility of Monitoring and Evaluation of the project at all levels for quality assurance. The immense contribution of TRCN to the project was acknowledged and view of this, the SMASE desk officer was sent to Japan for two months

training on “improvement of Teaching Methodology in Primary Science and Mathematics for Sub-Saharan Africa” the training was to enhance his skills in effective monitoring and evaluation of the project. In the same vein, the project, in a preparation for sustainability of the project, a High Powered delegation was dispatched to Kenya, where the Registrar/Chief Executive and the SMASE Desk Officer represented the Council. The visit was to understudy the practice in Kenya and to expose the delegation to the improvement in teaching of science and mathematics in Kenya.

#### **6.1.6 African Forum Of Teaching Regulatory Authorities (AFTRA)**

The acting Director, Mrs. Ruth A. Ansari represented the department at the 1<sup>st</sup> African Forum of Teaching Regulatory Authorities (AFTRA) Teaching and Learning in Africa Conference held in Cotonou, Benin Republic on May 23 – 25, 2012. She presented a paper “Best Practices in Teacher Education in Africa and Globally: The Nigerian Experience in Pre-Service Teacher Education”. The article was published in the Volume one of the 1<sup>st</sup> AFTRA Teaching and Learning in Africa Conference proceedings.

She also attended the 3<sup>rd</sup> AFTRA Roundtable held at Arusha in Tanzania on 27<sup>th</sup> October to 4<sup>th</sup> November, 2012.

#### **6.1.7 Staff Capacity Building**

The staff of PRS department on CONRAISS 08 – 13 participated in the in-house training organized by the department of Administration and Supplies to enhance staff productivity. Also, training on formatting of articles for Nigerian Journal of Professional Teachers was organized by Planning, Research and Statistics and Professional Operations Departments.

#### **6.1.8 Posting of Staff to State Offices**

Five staff of the department were affected by the transfer of staff from the Headquarters to the States Offices. The affected staff include:

- i. Mr. Fatai Abdulazeez - SPO
- ii. Mr. Festus Olowookere Gbenga - Statistician
- iii. Mr. Oloruntoba Adekunle Steven - Planning Officer II
- iv. Mr. Christopher Osagie Felix - Planning Officer II
- v. Mrs. Onoja Justina - Planning Officer II

## **6.2 Planning Division**

The Planning Division focuses mainly on Policy matters and physical development of the Council. The division had the following units:

- i. Monitoring and evaluation instrument development
- ii. Annual work planning
- iii. Procurement planning
- iv. Physical development, and
- v. Maintenance and repairs.

The division is saddled with the following responsibility:

- a. Develop plans that will enable the Council take decisions on policy matters.
- b. Develop annual work plan for the Council.
- c. Production of working drawings for proposed projects.
- d. Procurement planning based on the annual work plan. This includes:
  - i. Advertise and solicit for bids
  - ii. Invitation of credible persons/organizations as observers in every procurement process.
  - iii. Receive, evaluate and make selection of the bids and recommend for award of contract.
  - iv. Executes all contract agreement
  - v. Execute all projects
- e. Procurement implementation.
- f. Maintenance and repairs of Council's assets.
- g. Monitoring, evaluation and quality control of projects.

### **6.2.1 Annual Work Plan 2013**

The department had produced the 2013 Annual work plan base on the activities of the Council for the year 2013.

Also, a revised Annual work plan based on the approved 2013 capital budget for the Council was prepared.

### **6.2.2 Maintenance & Repairs:**

- a) Repairs/maintenance of Council generating set.
- b) Servicing/maintenance of Air conditioners
- c) Repairs of t he entrance gate
- d) Replacement of electrical fitting and generally maintenance of plumbing installation.

### **6.2.3 Procurement of Project Vehicle**

The Council during the year under review procured 2 Nos Toyota Hilux Double Cabin with genuine Toyota specifications for Council activities.

### **6.2.4 Procurement of a New Generating Set**

The Council's generating set was aging and so approval was granted for the procurement of the 350KVA perking sound-proof generating set for alternating with the ageing 250KVA.

### **6.2.5 Supply of Diesel (AGO)**

There had been regular supply of Diesel (AGO) to the Council due to incessant electricity failure from PHCN.

### **6.2.6 Implementation of Capital Projects Under The 2012 FGN Appropriation.**

The following capital projects were executed under the 2012 FGN appropriation.

#### **a. Renovations**

The Council proposed to renovate 23 States offices during the year under review, but funds for only three (3) was released and the following renovations were carried out.

- i. Renovation of TRCN State office Enugu, Enugu State
- ii. Renovation of TRCN State office Benin, Edo State
- iii. Renovation of TRCN state office Kaduna, Kaduna State

#### **b. Professional matters**

- i. Printing of Revised Professional Standards Manual for Nigeria Teachers.
- ii. Printing of the Revised National Benchmarks for Post Graduate Diploma in Education (PGDE)
- iii. Printing of the professional Diploma in Education (PDE) National minimum standard
- iv. Procurement of Hard ware software ICT infrastructures.

#### **c. Other Capital Projects**

- i. A 2-day Training workshop for state and FCT coordinators of TRCN and other staff of the Council at different centers was carried out.

- ii. Procurement of software development upgrading of ICT infrastructures and training of Management and staff to improve their skills on using the ICT infrastructure.
- iii. Development of Teachers information system (TIS) Database, which include Procurement of equipment, development and validation of data collection instrument, sensitization materials and Data collection.

### **6.3 RESEARCH AND STATISTICS DIVISION**

The division has the following functions:

- a. Identification of relevant research needs and conduct research as to know the Council's impact on teachers/teaching professions.
- b. Research into internal organization/operational modalities of the Council and sector over which the Council has jurisdiction.
- c. Collection and compilation of Articles from authors for the production of Nigeria Journal of Professional Teachers.
- d. Responsible for collection, collation, analysis, dissemination and reporting on data of teachers in Nigeria.
- e. Provision of good quality, reliable and timely statistical information to serve and facilities planning and decision-making activities of policy makers, plan formulators as well as researchers.
- f. Analyze the statistical records of registered teachers from the database of the Council.
- g. Production of the Council's annual Statistical Digest of Nigerian teachers.

In carrying out its statutory functions, the division has achieved the followings:

- i. The articles received during the year were processed, assessed and formatted in preparation for the publication of the Nigerian Journal of Professional Teachers (NJPT) vol. 3.
- ii. A one day in-house training workshop for Secretariat staff of the Nigerian Journal of Professional Teachers (NJPT) and African Forum for Teaching



Regulatory Authority (AFTRA) on editorial skills for formatting and computerization to meet the international standards.

- iii. The volume 6 of the Statistical Digest for 2010/2011 was produced and distributed all states of the federation and major stakeholders.
- iv. Data of teachers from TRCN database at all levels of educational system in Nigeria was collated and analyzed and ready for the volume 7, 2011/2012 Statistical Digest for publication.
- v. There has been increased need for data of teachers across the country. During the year, a request from Nigeria Educational Research and Development Council (NERDC) for data of Science teachers in Senior Secondary School across the nation was received and the department responded immediately by supplying the data.
- vi. The idea of developing the database for Teachers Information System (TIS) was initiated and implemented to the level of pilot testing in Nasarawa State. Data of Teachers from Nasarawa state have been collected and are being collated. Also the database has been developed and data entry and analysis would be done before it will be scaled up to other states.

#### **6.4 Library Division**

The library division has the following functions:

- a. To develop and maintain a modern library at the Council's Headquarters and States offices.
- b. Custodian of the status and develop reports emanating from workshops/seminars and conferences attended by the Council.
- c. Provide information for the advancement of knowledge of teaching and such other books and publications as Council may think necessary.
- d. Collaborate with national, regional and international Education Information and Library networks to ensure effective documentation services on advancement teaching and learning.
- e. Participation in proof reading and editing articles from Journals produced by the Council and other academic publications emanating from the Council's activities.

During the period under review, the library division received different types of educational materials ranging from journals, newsletters, magazines, and books.

- In a bid to improve its services, the library has been equipped with a new set of photocopier, 1 desktop, 2 sets of Tables and chairs.
- The supply of daily newspapers has been regular throughout the year 2012 and adequately utilized by staff.

Below is the list of materials received during the period under review:

<b>SN</b>	<b>Title</b>	<b>Author</b>	<b>Copies</b>
1	Guinness world Records 2012		2
2	Federal Ministry of Education National policy on information and communication Technologies (TCT) in Education April 2010	Professor Ruqayyatu Rufai; Honourable Minister of Education	2
3	Teaching and professionalism. The thesis, anti thesis synthesis.	Osita Nwosu Phd.	3
4	AFTRA proceedings. Teaching and learning in Africa conference. May 23, 2012 volumes 1 and 2		5
5	The Noble Beacon, Quarterly magazine may 2012 ISSN: 0331 – 9261 – Vol 1 No 9	Raymond A. Noe	3
6	Employment Training & Development fourth edition. International edition.	Mc Graw Hill.	3
7	EFA (Nigeria) Report Card 2011. Federal Ministry of Education.	Federal Ministry of Education.	2
8	Joint Admission And matriculation Board (JAMB) 2009 Annual Report.	JAMB	2
9	Producing quality teachers for National development. National Teachers Institute, Kaduna Nigeria.	Dr. Aminu Ladan Sharehu/Abdullahi Mohammed Gulloma.	2
10	Values Education and National Development.	U.M Ivowi/A.K. Orubite / W.W Wod:	5
11	ACTU News letter Vol.4, No 1, 2012. A publication of the Independent Corrupt Practices and other related offences Commission, ISSN: 2006 - 7437	Justin Kwatsea (Editor –In-chief)	30

## **6.5 CHALLENGES OF THE DEPARTMENT**

The department, despite the tremendous achievements recorded, is not without challenges. Some of the challenges experienced by the department during the year under review include:

1. The re-designing of the TRCN Head office building and acquisition of land for some States offices.
2. Non release of fund for approved projects.
3. Lack of adequate office accommodation for staff has been a serious challenge.
4. Training and re-training of staff for efficiency in service delivery.

## **KEPT FOR ANY FURTHER CORRECTION**

### **2.0 OFFICE OF THE REGISTRAR/CHIEF EXECUTIVE**

The Office of the Registrar/Chief Executive is the statutory office of the Teachers Registration Council of Nigeria which TRCN Act 31 of 1993 now TRCN Cap T.3 of 2004 recognizes. The Registrar is the Chief Executive and the Accounting Officer of the Teachers Registration Council of Nigeria, under which the under-listed four (4) existing units work hand in hand. The units are: Registrar's Secretariat, Protocol Unit, Audit Unit and Information & Publicity Unit

The above named units are supervised by the Personal Secretary to the Registrar, Principal Protocol Officer, Deputy Director (Audit) and Principal Information Officer respectively.

As the Registrar/Chief Executive and the Accounting Officer of this organization, he works in collaboration with various existing departments of the Council directed by experts and professionals serving as heads of departments. These experts/professionals in conjunction with the Registrar/Chief Executive serve as the think tank of Teachers Registration Council of Nigeria under the competent leadership of the Registrar/Chief Executive.

#### **The existing departments of Teachers Registration Council of Nigeria (TRCN) are:**

1. Administration and Supplies Department
2. Finance and Accounts Department
3. Professional Operations Department
4. Planning, Research & Statistics Department

These departments report directly to the Registrar/Chief Executive on the activities of the office. Since the inception of the year under review, TRCN has had meetings with its critical shareholders at the federal, states, local and international levels e.g. the NUT, AFTRA, IFTRA etc. all geared toward maintaining educational standard and equipping the teachers through organized workshop, conferences and seminars. As a member of both AFTRA and IFTRA, TRCN spearheaded the AFTRA 3<sup>rd</sup> Roundtable Steering Committee meeting held in Arusha, where 12 of our staff represented the Council. The goal of this meeting was to create wider awareness among member countries of the African continent for those yet to establish their Teaching Regulatory Authority to do so as to achieve international recognition. A good number of staff participated in the 2012 promotion examination which was organized under the leadership of the Registrar/Chief Executive.

The Council's enormous sensitization yielded a lot of revenue generation from some of our state offices like Ekiti, Osun, etc. to mention only but few. Part of the revenue generated from these states were used to procure project vehicles for those states that the generations were made from and also to organize capacity building workshops for educational administrators, teachers and other critical stakeholders.

### ***Goals and Target***

The Registrar/Chief Executive has mapped out a lot of programmes and events for the year 2013 which will be of great benefit to the Council in particular and Nigeria at large when implemented.

## **2.4 PROTOCOL UNIT**

Teachers Registration Council of Nigeria (TRCN) is among the regulatory Agencies in Nigeria and the largest Teaching Regulatory Authority in Africa.

The office of the Registrar/Chief Executive has championed the teaching profession in Nigeria, the continent of Africa and the global community. The Protocol unit in the Registrar's office has numerous functions among which is to coordinate the itineraries of the Registrar/Chief Executive, Directors and the overall staff members, for both local and international travel by way of clearance visa, international passport, Hotels accommodation etc.

TRCN have had meetings with its critical shareholders at the federal, states, local and international levels e.g. the NUT, AFTRA, IFTRA etc. all geared toward maintaining educational standard and equipping the teachers through organized workshop, conferences and seminars. As a member of both AFTRA and IFTRA, TRCN spearheaded the AFTRA 3<sup>rd</sup> Roundtable Steering Committee meeting held in Arusha, Tanzania on the 28<sup>th</sup> October – 1<sup>st</sup> November 2012 where 12 staff represented the Council. It is the duty of protocol unit to procure the international passports and visa. The goal of this meeting was to create wider awareness among member countries of the African continent for those yet to establish their Teaching Regulatory Authority to do so to achieve international recognition. TRCN organized the 1<sup>st</sup> AFTRA e-learning conference in Africa, co-hosted with e-learning ICWE held in Cotonou, Benin Republic on the 23<sup>rd</sup>.of May 2012 attended by nine (9) staff of the Council. South Africa 13<sup>th</sup> – 20<sup>th</sup> March 2012 4 persons were in attendance, this was the 2<sup>nd</sup> Steering Committee meeting of AFTRA.