



## **PROCESS OF INTER REGIONAL REPOSTING FOR 2024/2025 ACADEMIC YEAR**

### **Step 1**

An Applicant seeks for an **Assurance** from their Region of choice through their **Metro/Municipal/District Directors of Education**.

### **Step 2**

- After securing the assurance letter, the applicant then applies for **Release** from his/her current **Metro/Municipal/District Education Office**.
- The **Metro/Municipal/District Director** writes a covering letter, after the applicant has completed an inter-regional transfer form and attached all necessary documents (Eg. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc).

### **Step 3**

The **Metro/Municipal/District Director** forwards the applicant's documents to the Regional Education Office for onward submission to the **Director-General** for the **final approval**.

### **Step 4**

After the Director-General's approval is given, the **Regional Director** issues a **release letter** to the applicant to complete the **reposting process**.

**NOTE: A teacher seeking Inter Regional reposting can only be released by the Regional Director after the Director-General has given final approval to the applicant.**



## **PROCESS OF INTER DISTRICT REPOSTING FOR 2024/2025 ACADEMIC YEAR**

### **Step 1**

**An Applicant seeks for an Assurance of Vacancy from a preferred Metro/Municipal/District within the Region.**

### **Step 2**

- After securing the **assurance letter**, the applicant then applies for **Release** from his/her current **Metro/Municipal/District** by attaching all necessary documents. (E.g. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc.).
- The **Metro/Municipal/District Director** then recommends the applicant's **Release** to the Regional Director.

### **Step 3**

The **Metro/Municipal/District Director** forwards the applicant's documents to the **Regional Education Office** for the **Regional Director** to give final **approval**.

### **Step 4**

After the **final approval** is given, the current **Metro/Municipal/District Director** and **Head of Basic/SHS** are informed accordingly.

**NOTE: A teacher seeking Inter District reposting can only be released when the Regional Director has given final approval letter.**



## PROCESS OF INTRA DISTRICT REPOSTING FOR 2024/2025 ACADEMIC YEAR

### **Step 1**

An **Applicant** writes to the **Metro/Municipal/District Director** and attaches his/her current payslip, personal records form, certificates, bank clearance, etc. indicating his/her willingness to move from his/her current school to **another school within the Metro/Municipal/District**.

### **Step 2**

The **Metro/Municipal/District Director** gives the final approval when the applicant meets all the requirements.