


Samples of Supporting Documents

E:



MINISTRY OF EDUCATION
ALEXANDRA STREET, ST. CLAIR

27th December 2007

Mr. / Mrs. / Miss.
u.f.s The Principal

Dear Mr. / Mrs. / Miss.

I am to inform you that your qualifications have been assessed as
Teacher Three - TIII
Mathematics (Forms 1-6)

The Director of Personnel Administration (Teaching Service Commission) has been requested to arrange for you to be interviewed in order to determine your suitability for teaching the subject/s.

It should be noted that consideration can only be given to your placement in the Secondary School System when you have been successful at the interview conducted by the Personnel Administration (Teaching Service Commission).

Yours Faithfully

P. Alexach

/s/ Permanent Secretary
Ministry Of Education

**ACCEPTABLE AS
ASSESSMENT
ONLY**

E: _____

Permanent Secretary
Ministry of Education
Alexander Street
St. Clair

April 15 2008

ACCEPTABLE AS
- ASSESSMENT
- APPOINTMENT

Mr./Mrs./Miss.....

Principal (Secondary)
.....

Dear Sir/Madam,

- ✓ This is to introduce you to Mr./Mrs./Miss.....
- ✓ who is to be employed on a temporary basis / given continued temporary
- ✓ employment as a Teacher III. Ag. (Maths) at your school with effect from the date of his / her assumption of duty vice/ ~~in lieu of Mr./Mrs./Miss.....~~, T III. (Sec.) promoted V.P. (Sec.) w.e.f. 01/11/07.....

Kindly verify the identity of Mr./Mrs./Miss..... through

Identification Card

Passport or

Driving Permit

In the event that Mr./Mrs./Miss..... should cease to report for duty, you are required to so inform the Personnel (Secondary and Further Section) of this Ministry by telephone/ in writing and within one (1) week from the date on which the officer ceased reporting.

Failure to comply with the above result in an overpayment of salary to the officer for which you as a reporting officer will be held accountable and therefore liable to surcharge.

Please inform me of the date on which Mr./Mrs./Miss.....

Acceptable as an Appointment Letter



SERVICE COMMISSIONS DEPARTMENT

Cipriani Plaza
59-61 Cipriani Boulevard, Port of Spain
Mailing Address: 52-58 Woodford Street, Newtown, P.O.S.
Phone:(868)623-2991-6 Fax:(868)623-5972



P: [redacted] Vol. 118 Temp. 6
In replying, the above number
and date of this letter should
be quoted.
/sr

25th March, 2014

Mr. [redacted]
Permanent Secretary
Ministry of Education

Dear Sir

Teaching Service Commission has appointed you as a Teacher III (Secondary) in the Teaching Service with effect from 9th September, 2013.

You are allotted for duty in the Ministry of Education ([redacted] Secondary School).

In accordance with the Education (Teaching Service) Regulations, Chapter 39:01 of the Laws of the Republic of Trinidad and Tobago, your appointment is subject to medical fitness and on one (1) year's probation.

Your salary is in Grade 4: [redacted] per month (2010/2011) and is subject to deductions under the Widows' and Orphans' Pension Act, Chapter 23:54 of the Laws of the Republic of Trinidad and Tobago in accordance with the rates set out under Section 10 of that act.

Your appointment is also subject to the Instructions and Regulations for the time being in force with respect to the Teaching Service.

The Permanent Secretary, Ministry of Education has been asked to arrange for your medical examination.

I take this opportunity to invite your attention to the Education (Teaching Service) Regulations, Chapter 39:01 of the Laws of the Republic of Trinidad and Tobago in which are set out the terms and conditions of your employment as a member of the Teaching Service.

It is important to remember that officers on probation are not regarded as automatically confirmed in their appointments merely because their period of probation has expired. Confirmation is a positive action and an officer is not confirmed until the Teaching Service Commission has so decided.

My letter of even reference dated 27th February, 2014 in favour of [redacted] is cancelled.

Yours faithfully

Director of Personnel Administration

