

TEACHING SERVICE DIVISION

Submit with supporting Documents

PERSONNEL OCCURRENCE REPORT

Date:

Education Authority:

School:

Code:

Address

Province:

Nature of Report:

PART ONE: PERSONAL INFORMATION

Teacher's Code:

Name: _____

(Surname)

(First Name)

Age:

Sex:

Date of Birth:

Marital Status:

Registration Number:

Nationality:

TPF No.:

Date of Appointment:

Type of Appointment:

Present Post Held:

Period Worked:

Post Level:

Salary Level

Increment Level:

Bank:

Account No.

NPF No.:

Qualification:

Years Teaching Experience:

PART TWO: REASONS AND DETAILS OF OCCURRENCE

PART THREE: EDUCATION DETAILS

PART FOUR: EMPLOYMENT DETAILS

Responsible Officer

Signature

Date

Note to Part Two: All Appointments /Increments/Study Leave Submissions should be also supported with TS Staff Report

PART FIVE (TSD use only)

Recommendation by TSD officers

