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Education Service Commission
Farmers' House
P.O.Box 7196
Kampala, Uganda

HRM 014/173/04

13th April 2026

The Permanent Secretary
Ministry of Education and Sports
KAMPALA

REQUIREMENTS FOR APPLICANTS SUBMITTED TO THE EDUCATION SERVICE COMMISSION FOR CONFIRMATION IN APPOINTMENT

Reference is made to the Education Service Commission Recruitment Guidelines and Checklists for submission to the Education Service Commission.

The Commission has noted the need to confirm the real identity of each submitted applicant for confirmation. It is therefore imperative that each applicant should attach a photocopy of his/her National Identity Card.

The purpose of this letter is to inform you that with effect from 1st April 2026, each submission in respect of application for confirmation in service, should have a photocopy of his/her National Identity Card, in addition to the already required documents.


Dr. Lukwago Asuman

PERMANENT SECRETARY, EDUCATION SERVICE COMMISSION

- Copy to:**
- Chairperson, Education Service Commission
 - Permanent Secretary, Ministry of Public Service
 - Headteachers, Government/Grant-Aided Secondary Schools

Vision: "Quality Education Delivered by Efficient and Effective Education service Personnel"

Mission: "To provide An Efficient, Professional, Accountable, Transparent and Motivated Education service"