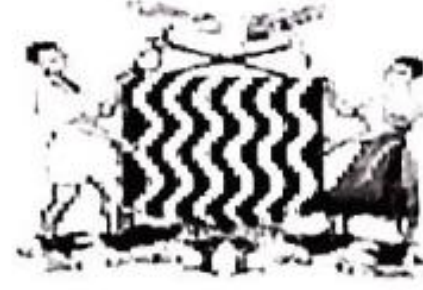


All communications should be addressed  
To the District Education Board Secretary  
and not to any individual by name  
Telephone 511069



In reply please Quote  
MOE/DEB/SIA/

REPUBLIC OF ZAMBIA  
**MINISTRY OF GENERAL EDUCATION**

Office of the District Education Board Secretary  
P.O. Box 13,  
**SIAVONGA**

9<sup>th</sup>, 2020

All Headteachers  
**SIAVONGA**

**RE: TEACHING COUNCIL OF ZAMBIA LICENCE ANOMALIES**

Reference is made to the above captioned subject matter.

The District Education Board Office will be travelling to Livingstone to submit teacher registration and license applications.

The Office has also been instructed to document licences that have errors. Schools are therefore advised to submit details licenses with errors in the following format using excel by the 11<sup>th</sup> of November, 2020.

TEACHER NAME	TCZ NUMBER	NRC NUMBER	LICENCE TYPE	EMPLOYEE NUMBER	ERROR/ ANOMALY	PHONE NUMBER

In accordance with the Teaching profession Act No. 5 of 2013, all Teachers must be both registered and licensed.

All Headteachers are therefore urged to ensure that Teachers comply accordingly.

Ephe H. Ngolwe  
DISTRICT EDUCATION BOARD SECRETARY  
**SIAVONGA**