

**FCT UNIVERSAL BASIC EDUCATION BOARD,
ABUJA.**

2010 ANNUAL REPORT

Historical background of the Board

The Board came into existence after the enactment of the UBE law in 2004 and soon formally inaugurated on the 15th November 2005 by the then FCT Minister, Mallam Nassir El- Rofi. Prior to its establishment the Board was in charge of the delivery of primary education which was principally in charge of the delivery of education only at the primary school level.

Mandate

Its mandate is to provide basic education which include early childhood, primary and junior secondary and nomadic education.

The vision and mission of the board

To serve as a model and set and set the standard for the actualization of the nations universal basic education programme in consonance with global technological dynamics

Mission

To provide accessible and qualitative basic education in partnership with all stake holders,, to all school age population in the FCT and equip the pupils with life skills alongside relevant ethical moral and civic-values,

Composition of the board

- An executive chairman
- Secretary
- Two full time members
- A traditional ruler

- A rep. of the federal ministry of education
- A rep. of the education secretariat
- A rep. of the three area council of the FCT
- A rep of Nigeria Union of Teachers (NUT)
- A rep. NGO (National Human Rights Commission).
- A rep of the Parent Teacher Association (PTA).

Functions of the FCT UBE board

The board seeks to provide basic education that takes care of early childhood care and 9 years of formal as well as nomadic education for all schools age children

The board performs the following functions

- Establishes and manages early child care centers, primary school, nomadic school, special need school, and junior secondary schools.
- Recruits, appoints post deploys promotes and disciplines teaching and non-teaching staff on grade level 07 and above
- Has an effective and functional quality assurance unit that ensures compliance to standard by all components of the UBE programme
- Trains and retains teaching and non-teaching staff of grade level 07 and above.

- Purchases and distributes instructional materials to early child care centers, primary, nomadic, special needs, and junior secondary schools in the FCT
- Encourages community participation in school ownership and management
- Provides enabling environment and encourage pupils and students participating in the curricular and co curricular activities to optimum expression of their talents
- Disburses funds provided by the federal agencies(eg UBEC and ETF) and FCTA to the lea schools and community for payments of salaries, project and services
- Coordinates and regulates the activities of the local education authority
- Conducts research and maintains basic education data bank
- Carries out mass mobilization and sensitization of the community in FCT with the aim of achieving the basic education goals.
- Promotes linkages and partnerships with national and international agencies for the developments of basic education,

KUJE AREA COUNCIL 2010 ANNUAL REPORT
FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNUAL REPORT
ADMIN & SUPPLY DEPARTMENT

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The department is the advisory body and responsible for implementation of the policy of the authority. The activities of year 2010 were successful and working percentage ensured maximum performance including progress of the entire organisation.</p>	<p>Local Education Authority Kuje has six Departments comprising of:</p> <ul style="list-style-type: none"> ❖ Administration and Supply – headed by Ado U. Babantakwa. ❖ Finance & Account - headed by Bilkisu Musa. ❖ School Services - headed by Adamagabe A. Danladi. ❖ Planning, Research and Statistics – headed by Noah M. Yakwo. ❖ Audit – headed by Maiyaki A. Suleiman. ❖ Works – headed by Audu Mohammed. <p>The six departments</p>	<ol style="list-style-type: none"> 1. The various departments were well co-ordinated administratively for the achievement of educational goals in the area. 2. At the beginning of the year 2010, the staff both teaching and non-teaching have been dedicated to their duties. 3. In our existing schools some new classrooms were constructed and some rehabilitated. 4. During the year under review, we have a total number of 1,360 staff comprising of teaching and 	<ol style="list-style-type: none"> 1. Staff of these departments did not benefit from the workshop/seminar organized by UBEB. 	<ol style="list-style-type: none"> 1. Workshop/seminar should be organized for the staffs of the Admin & Supply to enable them have more knowledge about administration. 2. There should be computer in each unit within the departments. 3. Although the office has been partitioned according to the unit in the department still it needs renovation. 4. There should be a regular incentive session with the Board (UBEB) management

	<p>formed Local Education Authority Kuje. They work hard in order to see the development and achievement of the authority's set objective under the leadership and control of the Education Secretary.</p>	<p>non-teaching staff. Based on this, 494 senior staff were screened for promotion and their results are yet to be released by UBEB Headquarters.</p> <p>5. At the beginning of the year under review, the Chairman of Kuje Area Council in the person of Hon. Danladi Etsu Zhin, approved the employment of nine teaching staff and sixteen non-teaching staff totaling twenty-five staff in order to solve the problem of unemployment. They were successfully recruited and posted.</p> <p>6. Toyota Hilux has been provided to the organisation by FCT UBEB for official duties on 15/12/2010.</p>		<p>and LEA staff for effective development.</p> <p>5. The LEA Secretariat requires more motor cycles to handle constant supervision and effective dispatch of information.</p> <p>6. The organization needs staff bus for official use.</p>
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Ado U. Babantakwa
HOD Admin & Supply

Sunday D. Kaka
Education Secretary

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNUAL REPORT
FINANCE AND ACCOUNTS DEPARTMENT

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation																
<p>During the year under review; LEA Kuje had a total number of One Thousand Three Hundred and Sixty (1,360) staff; both teaching and non-teaching staff. Spread amongst the six departments namely, Finance and Accounts, Admin. & Supply, Works, PRS, Audit, and School Services departments. The breakdown of number of staff</p>	<ul style="list-style-type: none"> • Administration and Supply – 111 • Audit – 6 • Finance & Accounts – 30 • School Services 1,176 • Works – 23 • PRS – 14 <p>Total - 1,360</p> <p>The Finance and Accounts is responsible for the financial aspects of the LEA Secretariat. Its activities are overseen by the Accountant who is also the HOD and has a structure outlined below:</p> <ol style="list-style-type: none"> a. HOD Finance and Accounts b. Accountant II 	<p>During the period under review, LEA received the sum of Seven Hundred and Ninety Six Million, Six Hundred and Eight Thousand, Nine Hundred and Thirty Two naira, and Seventy Six kobo (₦796,608,932.76) only, as staff salaries and allowances, burial expenses and self-help projects for schools monitoring fund.</p> <p>The above sum was expended on the various heads and sub-heads according to financial regulations:</p> <table border="1" data-bbox="857 1114 1402 1369"> <thead> <tr> <th>Bank</th> <th>A/C No</th> <th>Amt (₦)</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>• Unity Bank</td> <td>1249361</td> <td>530.00</td> <td>Sal A/C</td> </tr> <tr> <td>• FIN Bank</td> <td>270430 0007301</td> <td>16,561, 381.92</td> <td>Pension A/C</td> </tr> <tr> <td>• Zenith</td> <td>611690</td> <td>926,465</td> <td>Salary</td> </tr> </tbody> </table>	Bank	A/C No	Amt (₦)	Type	• Unity Bank	1249361	530.00	Sal A/C	• FIN Bank	270430 0007301	16,561, 381.92	Pension A/C	• Zenith	611690	926,465	Salary	<p>LEA Kuje did not encounter any problem during the year under review. All the salaries and allowances of all the staff were paid accordingly. There are no outstanding salaries apart from the twenty eight months Rent Arrears, Monetization and the Arrears of 53.73% Salary Adjustment that affected the entire teaching and non-teaching staff of the Six LEA in FCT Abuja.</p>	<p>The outstanding Rent of twenty eight (28) months and the Monetization Arrears that is owed affects the entire teaching and non-teaching staff of LEA Kuje and the other LEAs in FCT Abuja as a whole. Staff salaries should be paid as and when due in order to prevent staff from taking loan overdraft from financial</p>
Bank	A/C No	Amt (₦)	Type																	
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<p>departments by departments is as follows:</p>	<p>c. HOU Salary d. HOU Expenditure Control e. HOU Loan and Advances f. HOU Pension g. HOU Cash Office h. HOU Reconciliation i. HOU HOU Vote Book</p>	<p>Bank 4714 A/C • ASO 005099 10,000. Pension Bank 098377 00 A/C 011 • First 437203 943.30 Over Bank 0000639 head A/C</p> <p><u>Pension:</u> Local Education Authority Kuje is up-to-date in the deduction and remittance of pension to various staff's PFA from January – June, 2010 and the amount in First Bank stands for the month of July – October, 2010 which is yet to be paid.</p> <p><u>Problems:</u> During the period under report, we don't have any major problem. All staff salaries and allowances were paid. The only problem is that of implementation of the New Salary Scale and 40% Rent and Monetization Arrears that are yet to be paid.</p> <p><u>Conclusion:</u> The expenses were done during</p>		<p>institutions or borrowing from other sources.</p>
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		the period under report in compliance with financial regulations.		
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Bilkisu Shuaibu
HOD Finance & Accounts

Sunday D. Kaka
Education Secretary

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNUAL REPORT
SCHOOL SERVICES DEPARTMENT

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The School Services Dept. Comprises of 3 units: Schools, Exams and Inspectorate or Quality Assurance Officers in public primary and junior secondary schools. Totalling 93 and 12 respectively.</p>	<p>The LEA has 6 Departments namely Personnel, School Services, PRS, Finance & Supply, Works and Audit headed by Head of Department. The enrolment of the 93 public primary schools is 33,148 males and 30,068 female given a ground total of 63,216 pupils.</p>	<p>The Dept. has achieved greatly in terms of academic performance by teachers and pupils generally. A teacher by name Daniel Joseph in SPS Kuje came 2nd position in 36 states competition, debating, science exhibition in FCT and Art and Culture in FCT Abuja. A lot of awards were given during the year under review. Teachers from 93 schools were selected for workshops and seminars in FCT to attend workshop on core subjects that is Maths, English, Basic Science and Social Studies. The workshop and seminars were organized by ERC and UBEB.</p>	<p>The Quality Assurance Offices are in 6 zones namely: Kuje A, Kuje B, Gaube, Rubochi, Kwaku and Gudun-Karya. The QAO monitor each school 3-4 times a term and reports were written on areas of school records, structures, enrolment, furniture and suggestions/ Recommendations by LEA and UBEB. The challenges envisaged are unbearable considering the remote nature of our schools. The LEA QAO that are currently on ground monitoring all the schools is 45 officers.</p>	

		<p>Teachers' statutory records are sequentially checked and corrections are made instantly before the school close of the day. Teachers found wanting were corrected immediately. Almost 3,542 candidates registered for placement exams into Junior Secondary Schools and were absorbed in 12 Junior Sec. Schools in Kuje Area Council.</p> <p>About four (4) NGOs have been assisting our schools in the provision of instructional resources, construction of a block of 3 classrooms, text books, exercise books, mosquito nets, close-up and writing materials.</p> <p>These Non-Governmental Organizations were Common Wealth Zaion Assembly (COZA), Rotary Club, Inter Wheel International and Close-up company.</p>	<p>The zones are attached with fairly used motorcycle to ease their movement from one school to another during the raining season.</p>	
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Adamagabe Danladi
HOD School Services

Sunday D. Kaka
Education Secretary

**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNUAL REPORT
PRS DEPARTMENT**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>In the year under review, great effort was intensified for the progress and achievement of organizational goals.</p>	<p>Local Education Authority Kuje has six (6) departments comprising of:</p> <ul style="list-style-type: none"> ▪ Administration and Supply – headed by Ado U. Babantakwa. ▪ Finance and Account – headed by Bilkisu Musa. ▪ School Services – headed by Adamagaba A. Danladi. ▪ Planning Research and Statistics – headed by Noah M. Yakwo. 	<ol style="list-style-type: none"> 1. Primary Schools and Junior Secondary Schools were well co-ordinated for the achievement of educational goals. 2. New classrooms were constructed and rehahilitation made by UBEB in some Primary Schools in Kuje Area Council. 3. Internal School Census was conducted on 12th November, 2010. 4. National School Census was successfully conducted from 22nd – 	<ol style="list-style-type: none"> 1. Staff of this department did not benefit from the workshop/seminars organized by UBEB. 2. Planning, Research and Statistics department should be equipped with computer sets. 3. The department is in lack of motor cycles for easy transportation to various schools. 4. The department needs more staff for wider coverage of data collection and verification. 	<ol style="list-style-type: none"> 1. Workshop/Seminars Should be organized for the staff of the Department. 2. There should be Three Motor Cycles for the Department for Easy Data Collection. 3. There should be Computer sets for the department. 4. The offices allocated for the department need renovation.

	<ul style="list-style-type: none"> ▪ Audit – headed by Maiyaki A. Suleiman. ▪ Works – headed by Audu Mohammed. <p>The six (6) departments formed the Local Education Authority Kuje. They work hand-in-hand for the development and achievement of the Authority's set objectives under the leadership and control of the Education Secretary.</p>	<p>26th November, 2010.</p> <ol style="list-style-type: none"> 5. Monthly collection by the staff of PRS was properly co-ordinated and with the proper relationship with Head teachers. 6. A staff by name Abuja B. Henry in the department has graduated from ABU Zaria this year, 2010 in Educational Administration and Planning. 7. Staff maintained their commitment to duty satisfactory. 		
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Abuja B. Henry
Asst. HOD PRS

Sunday D. Kaka
Education Secretary

**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNUAL REPORT
AUDIT DEPARTMENT**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Unit is charged with the responsibility of checking and balancing of the financial records of the organisation and advice where necessary. For the year under review 2010, the records of Accounts/Finance Dept. were checked and all have been entered correctly.</p>	<p>Local Education Authority has six departments including Audit Unit headed by Abubakar S. Maiyaki. The structure of LEA Kuje Office has only 11 rooms and 6 created offices and little furniture. The Unit has six staff and Moh'd T. Moh'd died presently. As a result, there are 5 staff in the Unit.</p>	<p>The Unit has cordial relationship with the Account Dept. including the whole department. For the year 2010, we checked the books of Account and it was found that all are entered. Also all our observations and recommendations are always complied with by the organisation.</p>	<ol style="list-style-type: none"> 1. Printing of payrolls and Payment vouchers. 2. Lack of seats in the unit. 3. There is no enough working materials. 4. No enough offices for the organisation. 5. No final accounts and vote book for the unit. 6. Salary unit disturbed us when checking salary. 	<ol style="list-style-type: none"> 1. All the units in Accounts Dept. should stop printing payroll and payment vouchers. 2. The organisation Should provide seats for the unit. 3. Provide working materials for the unit. 4. There should be more structure for the LEA Kuje to accommodate the staff. 5. Final Account & Vote Book Unit should be provided in Finance & Account Dept. 6. One the salary entered the unit no salary staff should come and disturb the work.

Maiyaki Abubakar Suleiman
HOD Audit

Sunday D. Kaka
Education Secretary

**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNUAL REPORT
WORKS DEPARTMENT**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The department of Physical Planning and Project Monitoring (WORKS) was carved out from PRS Dept. in October 2007. The department is responsible for project monitoring and evaluation. It is now blessed with a total number of twenty six (26) technical staff. The structure of Physical Planning and Project Monitoring (WORKS) at LEA level can however be sprayed among the</p>	<p>Local Education Authority Kuje has six Departments comprising of:</p> <p>a. Administration and Supply – headed by Ado U. Babantakwa.</p> <p>b. Finance & Account – headed by Bilkisu Musa.</p> <p>c. School Services – headed by Adamagabe A. Danladi.</p> <p>d. Planning, Research and Statistics - headed by Noah</p>	<p>During the year under review, quite a number of projects were awarded and executed by UBEB, which is being supervised by both the UBEB's staff and LEA's staff. The number of projects includes rehabilitation/renovation of classrooms, fresh construction of classrooms, toilet administration blocks, science laboratory, computer, sick bay as well as drilling or borehole.'</p> <p>Over 75% of our schools benefited in the 2010 projects.</p> <p>About 70% of our schools</p>	<ol style="list-style-type: none"> 1. Lack of mobility render monitoring and supervision work ineffective. Most especially now that we have the interior or remote schools in the FCT. 2. Inadequate fund for supervision of projects. 3. Poor office accommodation makes our daily activities not conducive. 	<ol style="list-style-type: none"> 1. Provide motor vehicle (Toyota Hilux) to Works department at LEA level. 2. Rehabilitate the LEA Secretariat complex. 3. Rehabilitation and construction of more classrooms and supply of pupil's desk is needed. 4. More funds should be provided to PP and PM (Works) for monitoring.

<p>following disciplines:</p> <ul style="list-style-type: none"> a. Architectural Technology. b. Estate Management. c. Quantity Surveying d. Town and Regional Planning. e. Building Technology. f. Mechanical Engineering. <p>Their duties include the following:</p> <ul style="list-style-type: none"> i. Project monitoring and supervision. ii. Design and production of plan. iii. Valuation of LEA's properties. iv. Inventory taking of LEA's 	<p>M. Yakwo.</p> <ul style="list-style-type: none"> e. Audit – headed by Maiyaki A. Suleimain. f. Works – headed by Audu Mohammed. <p>The six departments formed Local Education Authority Kuje.</p> <p>They work hard in order to see the development and achievement of the authority's set objective under the leadership and control of the Education Secretary.</p>	<p>have equally benefited in 2010 supply of furniture.</p> <p>On self-help project, a total number of eighteen (18) schools in different communities benefited during the year under review.</p>		
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<p>properties.</p> <p>v. Carrying out condition surveying to LEA's schools.</p> <p>vi. Maintenance and servicing of LEA's vehicles.</p> <p>vii. Maintenance and servicing of electrical appliances.</p> <p>viii. Prepare and produce Bill of Quantity.</p> <p>ix. Treatment of files.</p> <p>x. Encouraging rural communities to initiate self-help project, which are being assisted by World Bank/FGN through the UBEC.</p>				
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Audu Mohammed
HOD Works

Sunday D. Kaka
Education Secretary

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA

LOCAL EDUCATION AUTHORITY, GWAGWALADA 2010 ANNUAL REPORT

DEPARTMENT: **ADMIN & SUPPLIES DEPARTMENT**

Introduction/ Responsibilities	Structure of Department	Achievements/ Activities Carried out in 2010	Constraints/Challenges	Recommendation
<ol style="list-style-type: none"> 1. Appointment/recruitment 2. Promotion/upgrading 3. Staff discipline 4. Staff training 5. Records 6. Staff welfare 7. Supplies 	<ol style="list-style-type: none"> 1. Establishment 2. Information 3. Records (open & secret registry) 4. Stores 5. Staff welfare/ duties 	<p>Total No of staff employed = 35</p> <p><u>Staff strength:</u></p> <ol style="list-style-type: none"> 1. Teaching= 753 2. Non-teaching = 310 <p style="text-align: right;">Total = 1,063</p> <p>No of staff on course = 89 No of retirees = 5 No of deceased = 9</p> <p><u>Promotion/ GL:</u></p> <p>GL15 = 2 GL14 = 9 GL13 = 19 GL12 = 67 GL10 = 92 GL09 = 46 GL08 = 38 GL07 = 37 GL06 = 23 GL05 = 9 GL04 = 2 GL03 = 2</p> <p><u>Confirmation:</u> No of staff confirmed= 57</p> <p><u>SERVICOM:</u></p>	<ul style="list-style-type: none"> - Lack of sufficient facilities in terms of computers, cabinets, tables/ chairs, stationeries to carry out duties effectively. - Financial constraints (e.g. Imprest) to carryout Adhoc Duties. - Lack of vehicles to convey instructional materials. - Insufficient number of SERVICOM suggestion boxes. - Staff welfare is not given due attention - Improper record keeping due to lack of needed record keeping instruments. 	<ul style="list-style-type: none"> - Recruitment of more security guards. - Provision of needed record keeping instruments.

		<ul style="list-style-type: none"> - Liaised with Servicom desk officers in various schools to enlighten the public that “Nigerians deserve better service delivery” - Distributed materials from Servicom-UBEB - Only one Servicom suggestion box available - Servicom calendars collected from U.B.E.B. = 64 - Servicom handbook collected/distributed to schools = 64 <p><u>Mails/e-mails:</u> Received numerous</p> <p><u>Dailies/Magazines:</u> Collected =</p> <p><u>Procurement/distribution</u> The No of instructional materials received and distributed to schools are as follows:</p> <ul style="list-style-type: none"> - 80-leaves exercise 	<ul style="list-style-type: none"> - Insufficient security to cover the LEA and the schools. - Lack of convenient ways to dispatch circulars to schools. 	
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		<p>books = 1,500</p> <ul style="list-style-type: none"> - Mathematics textbooks = 5,700 - Lesson notes = 600 - White chalk = 5,101 - Primary mathematics book 1 = 1,283 - Social studies book 1 = 1,053 - Blackboard ruler = 225 - Continuous assessment book = 1,500 - School diary = 3,051 - Attendance register = 847 - Primary English book 5 = 13,606 - Odyssey of a Prince = 27 - 40-leaves exercise books = 52,576 - Modules mathematics book 5 = 13,606 - 60-leaves exercise books = 15,300 - Cardboard paper = 227 - Think & do = 7,550 - Nigerian primary book 2 = 1,500 - Nigerian primary science 		
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		<p>book 2 = 2,209</p> <ul style="list-style-type: none">- Social studies book 2 = 1,347 <p><u>Distribution:</u> Based on the above procurements, the instructional materials were distributed to the 59 schools, accordingly.</p>		
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FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA

LOCAL EDUCATION AUTHORITY, GWAGWALADA 2010 ANNUAL REPORT

DEPARTMENT: **SCHOOLS SERVICES DEPARTMENT**

Introduction	Structure of Department	Achievements/ Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Schools Services Department is one of the six (6) departments in LEA Gwagwalada.</p> <p>The department is responsible for providing necessary support services to bring about effective teaching and learning processes in the schools.</p> <p>The department is made up of six units namely:</p> <ol style="list-style-type: none"> 1. Quality Assurance unit 2. Sports & Health unit 3. Examination unit 4. Curriculum Services unit 5. Guidance & Counseling unit 6. Co-curricular Activities unit 	<p>1. Quality Assurance unit</p>	<p>Inspected/supervised all 72 schools, each</p>	<ul style="list-style-type: none"> - Logistics problems - Uncooperative attitude of some Head Teachers and teachers in terms of effecting all corrections given to them during visits to their schools - Poor records keeping attitude by some head teachers and teachers 	<ul style="list-style-type: none"> - Vehicles should be provided to enable the unit to visit schools as scheduled - A token allowance of N10,000 should be given to the Q/A officers to boost their moral - Quality Assurance officers should sanction erring Head Teachers and Teachers. When necessary.
	<p>2. Sports & Health Unit</p>	<ul style="list-style-type: none"> - The unit had organized inter-house sports competitions in the schools 	<ul style="list-style-type: none"> - The hitter to all primary schools games have been cancelled - Logistic problems 	<ul style="list-style-type: none"> - All FCT primary schools games should be restored to catch talented pupils

		<ul style="list-style-type: none"> - Assisted some schools in designing sports tracks and fields - Executed hand-washing project at LEA Primary School, Dobi 		<p>young</p> <ul style="list-style-type: none"> - A motor-circle should be attached to the unit by the LEA
	3. Examination unit	<ul style="list-style-type: none"> - Successfully monitored the 2009/2010 of session examinations - Monitored the first term 2010/2011 end of term examination 	<ul style="list-style-type: none"> - Lack of transportation facilities to monitor schools examinations - Lack of data capturing/storage facilities such as computers and file cabinets - Late release of JSS one placement results 	<ul style="list-style-type: none"> - Transportation facilities should be provided for the unit - Data capturing and storage facilities should be provided for the unit - details of JSS One Placement results should be sent on time for proper notification and display for the pupils to check
	4. Curriculum Services unit	<ul style="list-style-type: none"> - The staff have successfully broken-down Basic Education Curriculum for primary 1,2, and 3 into teachable units for the 	<ul style="list-style-type: none"> - Lack of funds to train teachers in large numbers on the use of the Basic Education Curriculum - Inadequate supply of 	<ul style="list-style-type: none"> - More funds be provided for the training of teachers on the use of the Basic

		<p>schools</p> <ul style="list-style-type: none"> - Trained some teachers on the use of the Basic Education Curriculum at school level 	<p>materials in terms of the taught subjects</p> <ul style="list-style-type: none"> - Non-availability of curriculum on some subjects such as PHE and Agric science 	<p>Education Curriculum at school level (implementation)</p> <ul style="list-style-type: none"> - Adequate curriculum should be provided to the schools - Sufficient quantity of Curriculum on all subjects should be provided
	<p>5. Guidance & counseling and Special Education Unit</p>	<ul style="list-style-type: none"> - Training of Guidance-Counselors at the school level - Collection and compilation of G & C reports from school counselors as submitted to the unit - Rehabilitation of some physically challenged pupils assembled at Pilot Science Primary School, Gwagwalada - Liaising with school for 	<ul style="list-style-type: none"> - Shortage of trained Guidance-counselors in the schools - Inadequate funds for continuous training of counselors - Most physically challenged pupils are still out of school due to ignorance and poverty - Logistics problems 	<ul style="list-style-type: none"> - More teachers should be encouraged and sent to school to study G & C and Special Education - Funds should be provided for the unit to embark on sensitization and enlightenment campaigns - Motor-cycle should be

		the handicaps in Kuje Area Council for assistance in terms of admission, attention and referral services		attached to the unit for reaching out to communities and individual parents of physically challenged pupils
	6. Co-Curriculum unit	<ul style="list-style-type: none"> - Training and coaching school pupils for various competitions such as: <ul style="list-style-type: none"> i. <i>Junior Engineers, Technicians & Scientists (JETS) quiz and exhibitions</i> ii. <i>Debating & Quiz competitions</i> iii. <i>Creative & Cultural Arts competitions</i> 	<ul style="list-style-type: none"> - Time frame for schools to prepare for events and competitions are usually too short for meaningful activity - Inadequate funds preparations result in production of sub-standard projects for schools 	<ul style="list-style-type: none"> - Fund should be made available to schools on time to enable them embark on meaningful and viable projects

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA

LOCAL EDUCATION AUTHORITY, GWAGWALADA 2010 ANNUAL REPORT

DEPARTMENT: **FINANCE & ACCOUNT DEPARTMENT**

Introduction	Structure of Department	Achievements/ Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Finance & Accounts Department is charged with the following responsibilities:</p> <ol style="list-style-type: none"> 1. Preparation and Payment of staff salary 2. Preparation and payment of pensions to individual PFAs 3. Budgeting for the fiscal year 4. Expenditure, Loans and Advances 5. Preparation and payment of tax on behalf of staff 	<p>The department is structured with the following units:</p> <ol style="list-style-type: none"> 1. Salaries 2. Final Account 3. Budgets 4. Pensions 5. Tax/Deductions 6. Expenditures 7. Vote-Book 8. Loans & Advances 	<p>As at the end of December, 2010, the following achievements were recorded:</p> <ol style="list-style-type: none"> 1. Annual increment for the year was implemented without delay in January 2. Prompt payment of staff salary 3. Burial expenses of Deceased Staff, amounting to N90,000, has been paid to the beneficiaries 4. Promotion for the year 2006/2007 has been implemented 5. The 40% rent & monetization arrears 	<ul style="list-style-type: none"> - The promotion for the year 2008/2009 is yet to be released and effected - Delay in augmentation of salaries and implementation of New Salary from the Area Council - Some staff are still not registered with a PFA, hence remitting their deducted contributions is always a problem - Annual increment is usually delayed and not released on time 	<ul style="list-style-type: none"> - Promotion should be released and implemented on time - All Salary Allocations should be released on time to enhance staff productivity - Quick implementation of New Salary and Allowances will boost staff moral

		<p>will be settled soon. All screening and other relevant processes have been completed</p> <p>6. Amount received from FCT-UBEB for payment of staff salaries amount to: (see <i>ATTACHED</i>)</p> <p>7. Pension deductions from staff have been remitted to respective PFAs up to date. The following PFAs are registered with the LEA:</p> <ul style="list-style-type: none"> i. APT ii. ARM iii. AMANA iv. ANCHOR v. FUG vi. LEGACY vii. TRUSTFUND viii. IBTC/STANBIC ix. 1ST GUARANTY x. 1ST ALLIANCE xi. PREMIUM xii. PENSURE 		
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FUNDS RELEASED TO LOCAL EDUCATION AUTHORITY, GWAGWALADA IN 2010

S/N	MONTH(S)	FUNDS RECEIVED		
		FCT-UBEB	AREA COUNCIL	TOTAL RELEASED
1	JANUARY	67,809,321.55		
2.	FEBRUARY	67,809,321.55		
3.	MARCH	67,809,321.55		
4.	APRIL	82,612,221.27 90,000 (Burial Expenses)		
5.	MAY	82,612,221.27		
6.	JUNE	82,612,221.27		
7.	JULY	82,612,221.27		
8.	AUGUST	82,596,730.09		
9.	SEPTEMBER	82,596,730.09		
10.	OCTOBER	74,843,789.96		
11.	NOVEMBER	67,793,830.37		
12.	DECEMBER	67,793,830.37		
TOTAL		909,591,760.61		

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA

LOCAL EDUCATION AUTHORITY, GWAGWALADA 2010 ANNUAL REPORT

DEPARTMENT: P. R. S. DEPARTMENT

Introduction	Structure of Department	Achievements/ Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Planning Research & Statistics Department (PRS) is one of the six (6) departments in LEA Gwagwalada.</p> <p>The department carried out all functions of the P.P.P.M.D. (formerly, the Monitoring & Physical Planning unit) prior to the separation of the unit in 2008. The two departments now co-exist in performing their functions</p>	<ol style="list-style-type: none"> 1. Planning 2. Research 3. Statistics and Data Collection/ Analysis 	<ul style="list-style-type: none"> - Updating of ECC schools from 11-15 primary schools with reasonable enrolment figures as follows: Male – 1386 Female – 1346 Total – 2732 - Collection of pupils enrolment from primary schools in Gwagwalada Area Council as follows: Male – 15984 Female – 14312 Total – 30296 - Analysis and updating of LEA personnel records as follows: <u>Teaching staff</u> 	<ul style="list-style-type: none"> - Inadequate means of transportation to obtain information/ Data from schools and other agencies - Lack of furniture and sitting arrangements - No imprest account to enable the Department to visit schools 	<ul style="list-style-type: none"> - The Authority should provide the department with means of transport - Office cabinets/ furniture should be provided - The HOD should be provided with monthly imprest for office running

		<p>Male – 367 Female – 336 Total – 703</p> <p><u>Non teaching staff</u></p> <p>Male – 52 Female – 53 Total – 105</p> <p>- The LEA primary schools are grouped into 3-zones namely:</p> <ol style="list-style-type: none"> i. Dobi Zone (2 staff in-charge) ii. Gwagwalada Zone (2 staff in-charge) iii. Zuba Zone (2 staff in-charge) <p>ECC (early child care) has 1 staff in-charge</p> <p>- Submission of information is mandated and controlled by the Head of PRS Department</p>		
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FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA

LOCAL EDUCATION AUTHORITY, GWAGWALADA 2010 ANNUAL REPORT

DEPARTMENT: **INTERNAL AUDIT DEPARTMENT**

Introduction	Structure of Department	Achievements/ Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Audit Department is charged with the following responsibilities:</p> <ol style="list-style-type: none"> 1. Checking and passing of staff salaries 2. Checking and passing of other charges 3. Raise Audit certificate 4. Query files where necessary 5. Other responsibilities assigned 	<p>The department is structured as thus:</p> <ul style="list-style-type: none"> - The Head of Department - The O/C Audit <p>And functions under directives of the LEA Education Secretary</p>	<p>As at the end of December, 2010, the following achievements have been recorded:</p> <ul style="list-style-type: none"> - The Annual Increment for the year has been implemented - Prompt payment of staff salaries - 2006/2007 promotion has been implemented - Checking and passing of Burial Expenses for Deceased staff to the next of kin - Pension deductions have been remitted to the staff PFA account up to date 	<ul style="list-style-type: none"> - Annual increment is usually not paid on time (delayed) - Promotion for 2008/2009 is yet to be released - Some staff are still not registered with any PFA 	<ul style="list-style-type: none"> - Quick release of allocation(s) to enhance staff productivity - Promotion should be done on time

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA

LOCAL EDUCATION AUTHORITY, GWAGWALADA 2010 ANNUAL REPORT

DEPARTMENT: PP & PMD (WORKS) DEPARTMENT

Introduction	Structure of Department	Achievements/ Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Physical Planning and Monitoring Department was created on the 15th of July, 2008 with the mandate to execute and monitor all projects under the Local Education Authority (both office and schools)</p>	<ol style="list-style-type: none"> 1. Head of Department 2. Assistant Mechanical 3. Estate 4. Electricals 5. Builders 6. Civil Engineer <p>Total No of Staff = 18</p>	<ul style="list-style-type: none"> - Landscaping of 559.040 m² parking space in LEA Gwagwalada office (with chipping) - Replacement of 20 flush doors with high quality modern doors in LEA Gwagwalada - Renovation of 6 toilets (sitters) in LEA Gwagwalada - Provision of 4 security lamps in LEA Gwagwalada - Purchase of new Electric Generator - Servicing of generator set - Servicing of vehicles - Servicing of motor-cycle 	<ul style="list-style-type: none"> - The department needs vehicles (car and motor-cycle) for proper monitoring - Insufficient allowance 	<p>In view of the submissions, the department urgently needs vehicles to carry out its functions effectively</p>

		<ul style="list-style-type: none">- Rehabilitation of six (6) schools (on-going)- Construction (on-going) in 36 schools- Provision of furniture to 26 schools- Drilling of 8 Bore-holes		
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FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.

2010 ANNUAL REPORT ON THE ACTIVITIES OF LOCAL EDUCATIONAL AUTHORITY, BWARI AREA COUNCIL, ABUJA.

Introduction	Structure of LEA	Achievement/Activities carried out in 2010	Constraints / Challenges	Recommendation
<p>Local Education Authority Bwari started as Development Area with few primary schools ceded from Niger state with the establishment of Abuja as the Federal Capital Territory through the enactment of Decree 6 of 1976 by the</p>	<p>The LEA Bwari Area Council as in all other LEAs is structured as follows:</p> <p>(a)THE SECRETARIAT:</p> <p>This is the office of the Executive Education Secretary presently headed by Mr Joseph.D. Baba.</p> <p>(b)ADMINISTRATON</p>	<p>a. ADMINISTRATION AND SUPPLIES DEPARTMENT: This department has sub units such as:</p> <p>i. ESTABLISHMENT AND PENSION: This Unit carries out all activities pertaining to Promotion, Retirement matters and Pension. It has carried out a lot of activities within her mandate involving the compilation of names of</p>	<p>GENERAL PROBLEMS MILITATING AGAINST THE PROGRESS OF L.E.A BWARI.</p> <p>a. Poor motivation of L.E.A staff through late payment of salaries and the continuous delay in the release of the staff monetization and Rent areas benefits.</p>	<p>This 2010 annual Report cannot be concluded without the L.E.A Bwari Authority thanking the numerous organizations which have through one way or the other made it possible for her to achieve all the above listed land marks within the year. The L.E.A Bwari Authority furthermore, appeal to the FCT</p>

<p>General Murtala Mohammed / Gen. Olusegun Obasanjo Led Federal Government. Local Education Authority Bwari (L.E.A) came into existence in January 1997 when Bwari Area Council was carved out of Abuja Municipal Area Council.</p> <p>Academic activities under the Bwari LEA started with the Posting of Late Alh. Abdullahi M. Karmo as Education Secretary in</p>	<p>AND SUPPLIES This is the administrative unit of the LEA Bwari. It has sub units such as: (i) Establishment and pension (ii) Information and protocol. (iii) Discipline and staff welfare. (iv) Open/Secret Registry. (v) Pension and Gratuity. (vi) Security. (c) PRIMARY SCHOOL SERVICES DEPT (PSS) It has the following sub-units: (i) Quality Assurance Unit which has four zones (a) Bwari (b) Kubwa (c) Shere (d) Mpape. (ii) Measurement and</p>	<p>qualified Staff for Screening and Promotion which are usually submitted to the UBE board for action. She solely compiles the list for the Junior Staff, Screens them and conducts the Promotion exercises in the L.E.A. In 2010 Promotion tests, Screening was conducted for Candidates qualified for promotion between 1/1/2009 and 1/1/2010.</p> <p>ii. INFORMATION AND PROTOCOL: This Unit has played tremendous roles in the collation, Collection and dissemination of information both internally and externally</p>	<p>b. Non Completion of some abandoned school projects in schools should be looked into</p> <p>c. Lack of working materials for many of the officers in the field such as in Language unit, Science unit, Measurement and Evaluation unit etc</p> <p>d. Few language specialists in the language unit.</p> <p>e. Poor office Accommodation for majority of the officers such as in Guidance and</p>	<p>Administration, UBE Board Area 2, the Bwari Area Council, International organizations (UNICEF), Non governmental organizations, not to relent in her assistance to the L.E.A Bwari which has seen her through in 2010 and in the years ahead for tremendous academic excellence to the glory of God. The Local Education Authority Bwari Area Council as shown in the constraints/challenges is faced with a lot of problems which by the grace of God is surmountable.</p>
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<p>January 1997, who served till May 6th 2002. The present Administration in LEA Bwari under the Leadership of Mr. Joseph D. Baba came into existence on 7th May 2002 and there has been tremendous progress in all spheres of Academic Activities, both in Enrolment of pupils, Recruitment of Academic and Non Academic Staff, Establishment and Expansion of School</p>	<p>Evaluation Unit (M&E)</p> <p>(iii) Curriculum Development Unit.</p> <p>(iv) Special Education Unit.</p> <p>(v) Science/Quiz Unit.</p> <p>(vi) Guidance and counselling Unit.</p> <p>(vii) Social Mobilization Unit.</p> <p>(viii) Early Childhood care development Unit (E.C.C.D).</p> <p>(ix) Language Unit.</p> <p>(D) PLANNING, RESEARCH AND STATISTICS DEPT (PRS)</p> <p>(E) PHYSICAL PLANNING AND PROJECT MONITORING DEPT</p>	<p>in the L.E.A. This unit is solely responsible for writing annual reports.</p> <p>iii. DISCIPLINE AND STAFF WELFARE</p> <p>iv. OPEN/SECRET REGISTRY</p> <p>v. PENSION AND GRATUITY</p> <p>vi. STORE This unit is the custodian of all materials coming in or going out of the Authority. This is done through:</p> <p>a. Receiving and distribution of materials to both the LEA H/QTRS and the schools.</p>	<p>Counselling, Discipline and Staff welfare, Curriculum, Sports, Language, Science etc.</p> <p>f. The Authority should encourage and enforce the formulation of PTA in Schools as this would assist the authority in the over all maintenance of schools in specific areas.</p> <p>g. The fencing of schools yet to be fenced should be into in the coming year as this would assist in the overall security of the</p>	<p>The Management of LEA Bwari Area Council under the leadership of Mr. Joseph.D. Baba do hereby appeal that the various Authorities concerned especially the UBE Board Area 2, Garki should passionately look into all the challenges raised and come to the aid of the LEA Bwari Authority.</p>
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<p>Facilities that is, Buildings, Desks, Chairs, Textbooks etc.</p> <p>Academic progress by both the teachers and pupils in Internal, State, Federal and International Competitions cannot be over emphasized. From a mere Fifteen Thousand plus Pupils in May 2002 when Mr. Joseph .D. Baba took over the affairs of the L.E.A Bwari, today there are Thirty five thousand plus</p>	<p>(PP&PM)</p> <p>(F) FINANCE DEPT It has sub-unit such as: (i) Expenditure Control Unit (ii) Cash Office Unit (iii) Final Account Unit. (iv) Salaries Unit (v) Vote Book and Budget Unit.</p> <p>(G) AUDIT DEPT It has these sub-unit: (i) Cash Office Unit (ii) Final Account Unit. (iii) Deduction Unit. (iv) Stock Verification Unit.</p>	<p>b. The issue L.P.C. receipts</p> <p>vii. SECURITY: This Unit oversees the Security personnel and material of both the L.E.A H/QTRS Bwari and the schools. Presently, the unit is under staffed as we have only 71 Security men to man the 75 Primary Schools and the Head Quarters. There was a report of missing solar panel from L.E.A primary School Piko during the month of November, 2010. The missing solar panel was as a result of non fencing and shortage of manpower. The school has only a Security man, who can not be at two places at the same time.</p> <p>a. PRIMARY SCHOOL SERVICES</p>	<p>schools e.g Rijun Dakwa</p> <p>h. Adequate Scratch Cards should be provided by NECO for the Federal Government Colleges entrance examination to forestall what happened in the last examination in 2010.</p> <p>i. Adequate publicity should be made in schools to sensitize parents for the Federal Government Colleges entrance examinations and adequate time allotted for the</p>	
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<p>Pupils in the LEA Bwari today. There was no Junior Secondary schools at inception and the strength of Academic and Non Academic Staff were few.</p>		<p style="text-align: center;">DEPARTMENT (PSS)</p> <p>i. QUALITY ASSURANCE UNIT: This unit has four Zones (A) Bwari (B) Kubwa (C) Shere (D) Mpape. This was formerly known as the inspectorate Unit. It has within the year carried out a lot of activities in inspecting the schools both the teaching, non- teaching and pupils to ensure that acceptable standards are maintained.</p> <p>ii. MEASUREMENT AND EVALUATION UNIT: It is responsible for the conduct of Internal and External Examination as well as placement of pupils into JS.S. 1 in Bwari Area Council.</p>	<p>purchase of the Online Registration forms.</p> <p>j. Cluster In-service Training, the Authority should endeavour to group the schools within the same area together for effective attendance e.g Jibi, Rafin Dei – Dei, Shagari Quarters, Nomadic Dakwa, Runji Dakwa and Dakwa 1 all at Rafin Dei – Dei centre.</p> <p>k. A befitting language laboratory and Science Laboratory</p>	
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		<p>Placement of pupils into J.S.S 1 In the year under review, 6,775 primary six pupils were placed into 17 Junior Secondary Schools in Bwari Area Council.</p> <p>National Common Entrance Examination (NCEE) The National Common Entrance Examination was reintroduced by the Federal Government during the year ended all final year pupils that were interested, since it was optional, were registered and sat for the Examination. The section Co-coordinated, registered and monitored the Examination on 28th August, 2010. The registration was ONLINE. 383 Candidates indicated interest to be registered for the</p>	<p>should be established at the L.E.A Head Quarters Bwari to serve all the schools.</p> <p>1. Bwari Area Council should endeavour and assist in the provision of E.C.C facilities in our centers as discussed during the inauguration of E.C.C.D consultative committee by UNICEF.</p> <p>m. More security men should be recruited at least 30 for the effective</p>	
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		<p>Examination but only 150 Candidates were successfully registered. The remaining 233 Candidates were unlucky because of inadequate scratch Cards from NECO</p> <p>National Entrance Examination into S.S.1 of Federal Unity Senior Secondary Colleges (NEEFUSSC)</p> <p>The year under review, this section was also responsible for the registration (ONLINE) of Basic 3 Students into S.S.1 for Federal Unity Schools. 331 Students were registered and sat for the Examination on 5th June, 2010. The Examination was monitored by this unit and it was hitch free.</p> <p>Disbursement of FCT</p>	<p>monitoring of schools.</p>	
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		<p>Scholarship The Measurement and Evaluation section also participated in the compilation of names of FCT Scholarship beneficiaries and the disbursement of materials to pupils in the year ended. 783 were lucky to have benefited from the scheme in some selected schools in Bwari Area Council.</p> <p>ii. CURRICULUM</p> <p>iii. DEVELOPMENT UNIT</p> <p>iv. SPECIAL EDUCATION UNIT</p> <p>v. SCIENCE/ QUIZ UNIT</p> <p>vi. GUIDANCE AND COUNSELING: The year under review saw the school counselors handling several cases in</p>		
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		<p>their various schools. A lot of challenges were met and tackled successfully without any reference to the social welfare or any other organization. Some of the problems encountered are as follows:</p> <ul style="list-style-type: none"> - Office accommodation for school counsellors and guidance and counsellor unit in Bwari. - Inadequate of teachers in schools: Due to few number of teachers in our schools, counsellors are over loaded with teaching subjects which make them ineffective in discharging the counselling activities <p>.</p> <p>vii. SOCIAL MOBILIZATION</p>		
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		viii.EARLYCHILDHOOD CARE DEVELOPMENT UNIT (E.C.C.D.E) i. The E.C.C.D.E Centers have increased from 27 centers in July 2010 to 34 centers in December, 2010		
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EARLY CHILDHOOD CARE DEVELOPMENT UNIT(E.C.C.D)

	LIST OF E.C.C.D.E	POPULATION JAN. – JULY 2010	POPULATION SEPT. – DEC. 2010
1.	L.E.A MPAPE	36	64
2.	L.E.A KUBWA 1	155	157
3.	L.E.A RUNJI DAKWA	66	55

4.	S.P.S BWARI	347	316
5.	L.E.A DUTSE - BAUPMA	65	42
6.	L.E.A DUTSE - ALHAJI	230	189
7.	L.E.A PEYI	126	100
8.	L.E.A KUBWA IV	27	28
9.	L.E.A KUCHIBUYI	56	55
10.	L.E.A LOWER USMAN	60	66
11.	NOMADIC TUDUN FULANI	105	109
12.	L.E.A KUBWA II	250	108
13.	L.E.A USHAFI	140	104
14.	E.C.C TUDUN WADA KAWU	91	91
15.	L.E.A IGU	60	50
16.	L.E.A ZHIKO	49	36
17.	L.E.A DAWAKI	117	69

18.	TUDUN WADA BWARI	122	150
19.	L.E.A AZHAYAPI	87	63
20.	L.E.A SABON GARI	70	46
21.	L.E.A GYEYIDNA	66	66
22.	L.E.A. GBAZANGO	134	97
23.	MODEL KUBWA III	287	193
24.	L.E.A JABI	57	61
25.	L.E.A KUDURU	70	64
26.	YERO PRIMARY SCHOOL	60	62
27.	L.E.ADUTSE SAGWARI	12	20

NEWLY ESTABLISHED E.C.C. CENTRES BY SEPTEMBER, 2010 WERE LISTED BELOW

	NAMES OF CENTRES	POPULATION
28	L.E.A NOMADIC DAKWA	48
29	L.E.A DURUMI	102

30	L.E.A BYAZHIN	30
31	L.E.A GABA	12
32	L.E.A DEI-DEI	61
33	MODEL BWARI	57
34	L.E.A KOGO	16

TOTAL E.C.C CENTRE BY JULY 2010 – 27 Centers

TOTAL POPULATION BY JULY – 2, 963

TOTAL E.C.C CENTRES DECEMBER, 2010 – 34 CENTRES

TOTAL POPULATION BY DECEMBER, 2010 – 2,776

		There are 83 care givers in all the centers facilities. Some centers enjoyed E.C.C building e.g. Kubwa II, Kubwa III, Kuchibuyi Ushafa while E.C.C building under construction, have been abandoned since 2008/2009 session e.g Igu and kubwa 1 and Dutse Alhaji centers under		
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		<p>construction while Azhzyapi, Dei - Dei are under batcher. Few E.C.C. Centre were equiped with outdoor facilities e.g Kubwa 1, Kubwa 3, Runji Dakwa, Dutse Alhaji, Peyi, Kuchibuyi, Nomadic Tundun Fulani Bwari, ushafa, Igu, Zhiko, Dawaki, Tudunwada Bwari, Jibi and Yero but like Kubwa 2 and S.P.S Bwari have started their outdoor facilities while others have not been equipped.</p> <p>Few centre have not been given E.C.C furniture and most of the centers have little indoor facility and toys.</p> <p style="text-align: center;">ii. 2010 ANNUAL REPORT ON CLUSTER IN-SERVICE TRAINING</p> <p>The teacher professional support programme is a continous capacity building and development programme for teachers and managers of Universal Basic Education Programme. The two centres that have done their cluster 2009/10 are Igu and Mpape centers were given certificate of attendance.</p> <p>The two new centers for year 2010 were Lower Usman Dam comprising of Lower</p>		
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		<p>Usman Dam, Peyi, Ushafa, Nomadic Ushafa, Kogo, Dutse Sagwari, Bmuko and Dutse Sagwari primary school, while Dutse Alhaji centre comprises of Dutse Alhaji, Jibi, Dakwa 1, Runji Dakwa, Nomadic Dakwa, Dawaki, Nomadic Dutse Alhaji, Runji Dakwa, Rafin Dei-Dei and Shagari quarters Primary schools.</p> <p>The stages involved in cluster were carried out by the lecturers from Minna College of Education. The UBEB and L.E.A representatives were present to play their own part.</p> <p>iii. LANGUAGE UNIT: The Language Unit in 2010 did not undertake much activity like the previous years. However,, the few activities done were performed in high spirit and with immense successes.</p> <p>For instance, the reading culture in a programme tagged “Get Nigeria Reading Again” organized by Rainbow Book Club in Collaboration with United nations at UN House Central Area Garki, Bwari Area</p>		
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		<p>Council become first.</p> <p>Again, 2010 British High Commission's Reading Competition among the six L.E.A in FCT, Bwari Area Council took first position.</p> <p>Language Unit of Bwari L.E.A trained pupils drawn from three schools – S.P.S Bwari, Kubwa III and Kubwa IV took first position in the Inter-L.E.A library Reading Competition.</p> <p>The unit had adequately prepared pupils for Quiz, Debate, Drama and Essay – writing Competition before the scheduled dates were put off indefinitely.</p> <p>xi. J.E.T.S</p> <p>c. PLANNING, RESEARCH AND STATISTICS DEPARTMENT (PRS)</p> <p>This Department is the Engine Room of the LEA. The Department Collates and Collects all Statistical Data of the LEA, Research into all Strata of the affairs of the LEA both for the Internal and External</p>		
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		<p>Consumption. It carries out these activities through some units such as:</p> <ul style="list-style-type: none"> i. Collection of Data in L.E.A Bwari, FCT (UBEB), FCT Administration, UBEC, Bwari Area council, Government Parastatals, Donor Agencies eg. (UNICEF), NGO's, and General i.e Students in Higher Institutions. ii. Research, through Administration of questionnaires in schools from relevant bodies e.g FCTA, UBEB, UBEC, Government Ministries, Parastatals, NGO's etc. iii. Production of Staff Nominal Roll, for yearly Budgeting, Screening and Verification Exercises. iv. Submission of schools conditional survey by UBE Board 2010. v. Submission of actual number of 		
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		<p>teachers and number needed.</p> <p>vi. Submission of staff data (Federal Character Commission) in August 2010.</p> <p>PHYSICAL PLANNING AND PROJECT MONITORING DEPARTMENT (PP & PM)</p> <p>As the name implies, this department is concerned with the infrastructural development of the LEA Bwari Area Council.</p> <p>It's assignments includes the followings:</p> <p>i. Supervision of Classroom and other Structures Construction, Renovation and Rehabilitation of Schools and the LEA Headquarters.</p> <p>ii. Reporting of cases of Encroachment</p>		
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		<p>on School Land, Dilapidated Classroom Buildings and Blown off roofs to the relevant Authorities e.g FCTA, UBEB, FCDA, Bwari Area Council etc.</p> <p>iii. General Repairs and Maintenance of all LEA Structures.</p> <p>This year's project (2010) was mainly awarded by the UBE Board Area 2 Garki. The projects awarded in 2010 are both for construction and supplies. These include projects at JSS Dutse (1), LEA Bwari (4), Kubwa ten clusters etc. over 30 schools both primary and JSS schools benefited from the projects.</p> <p>d. FINANCE DEPARTMENT</p> <p>This is the Financial Engine Room of the Authority and over sees all Procurement,</p>		
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		<p>Raising of Vouchers and Payment of all Financial Transactions including Salaries and allowances. These activities are carried out through some units such as:</p> <ul style="list-style-type: none"> a. EXPENDITURE/CONTROL UNIT b. CASH OFFICE UNIT c. FINAL ACCOUNT UNIT d. SALARIES UNIT e. VOTE BOOK AND BUDGET UNIT <p>e. AUDIT DEPARTMENT</p> <p>This Department serves as the Watch Dog of the Authority in all Financial Transactions including Staff Salaries and Allowances and in fact all Payments made by the Authority. This is carried out through:</p> <ul style="list-style-type: none"> i. Checking of Salary and wages Payments, vouchers and other related Salary Records. ii. Checking of Payment vouchers (i.e other charges), Expenditure control, Cash office – Proper and routine checks 		
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		<p>to ensure that all payments were made according to Financial regulations.</p> <p>Final Account – Checks were made on this unit to ensure that accounting records were properly kept. And also ensure that they liaise with cash office to reconcile their books.</p> <p>Deduction Unit- Checks were made to ensure that all deductions made for various organizations were all paid as when due.</p> <p>vi. Stock taking of all Materials sent into the Authority</p> <p>vii. Stock Verification(Stores)</p> <p>viii. It also carries out other Ad-hoc Duties Assigned to it by the Executive education Secretary.</p>		
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**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
 QUALITY ASSURANCE UNIT
 ACHIEVEMENTS FROM JANUARY TO DECEMBER, 2010**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>Ensuring the attainment of national standards and quality in education to enable quality assurance evaluators effectively discharge functions associated with:</p> <ul style="list-style-type: none"> -Putting in place available supervisory systems; -Synergizing functions/supervisory agencies; -Regular reviews and updating of inspection instruments to reflect contemporary 		<ul style="list-style-type: none"> -Improvement in the academic standard of our pupils and students (learners) (SAGE etc). -Enhance managerial competence and curriculum delivery; -Wider coverage of schools supervision –manpower; -Review and provision of new monitoring instruments. 	<ul style="list-style-type: none"> -Inadequate office accommodation; -Inadequate furniture (short supply); -Inadequate vehicles for regular school supervision; -Lack of fund to rehabilitate dilapidated toilet, doors, broken tiles and general maintenance of our office machines etc. - No electricity in the office. - Lack of adequate capacity building (ICT). 	<ul style="list-style-type: none"> - The Board should organize more capacity strengthening programmes in and outside the country - Provision of vehicles for regular and effective school supervision. - Provision of adequate office accommodation and furniture in the Headquarters and six Zonal offices in the Local Government Authority.

demands; -Guaranteeing effective and efficient curriculum delivery, among others.				
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HAJIA RAKIA DANIYA

HEAD, QUALITY ASSUARANCE

**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNAUL REPORT FORMAT
DIVISION: ...ADMIN & SUPPLIES.....**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Administration and supplies division of the board is saddled with the responsibility of the general administrative duties of the Board.</p> <p>The Division which has a Head overseeing its activities, performs the following functions: Recruitment, Pension matters, Promotion, Conversion, leave Matters, Staff Training, handles</p>	<p>The Division which has a Head has four sections, namely: Establishment and pension, General Admin, Management services and stores.</p> <p>Each of these sections has sectional head and are equally subdivided into units.</p>	<ol style="list-style-type: none"> 1. Collection, screening, short listing of qualified applicants' applications for employment. B. Conduct Aptitude test for the shortlisted applicants seeking employment with the Board. 2. Collection of application, screening of certificates and conduct of aptitude test for applicants seeking employment into the Federal teachers' scheme. 	<p>The time frame was short and the number of staff that partaked in the collection were limited. Turn-up of large number of applicants who did not apply and even those that were not shortlisted.</p> <p>Limited time frame for collection of application and conduct of Aptitude Test.</p> <p>Problem of power supply in the office few number of computer literate staff to carry out update and limited number of</p>	<p>For the purpose of effective productivity, we recommend adherence to the complaints without hesitation.</p>

<p>Personnel Record, HRM Matters, Discipline E.T.C The Division is cardinal to the ruling of the Board and serve as the engine room</p>		<p>3. Update of Headquarters staff Nominal Roll. b. Update of JSS staff and UBE Staff in primary schools nominal roll. Compiling list of staff due for 2010 confirmation from the six LEAs and junior secondary schools</p> <p>2. Opening of their secret files</p> <p>3. Administration Oath of Secrecy to them.</p> <p>4. Typing of their confirmation letters</p> <p>5. Marking of APER scores for staff due for promotion in 2010.</p> <p>For the period under review, the Division has been able to achieve the following:-</p>	<p>computer system to do the work.</p> <p>The staff in question do submit their documents inadequately. Lack of space and materials in handling staff documents E.g File jacket</p> <p>The Secret Registry is yet to be attached with a computer system.</p> <p>Office space in Records and variation Unit is small that cannot accommodate the number of staff. The records unit is lacking computer set and shelves as well as photocopying machine.</p> <p>Inadequate training and workshops.</p>	
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		<p>1. Raising of variation advices.</p> <p>A. 333 Newly employed staff</p> <p>B. 595 promoted staff.</p> <p>C. 13 upgraded staff</p> <p>D. 2 Adjustment of Grade level</p> <p>E. 5 Reinstated into the service</p> <p>F. 29 stoppage of staff salary.</p> <p>The Division has amended and updated staff record of service.</p> <p>The Division conducted promotion Exercise for 2009/2010. It equally did conversion and up-grading for all staff who were due within this period.</p> <p>The Division organized for the training of staff in</p>		
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		various categories. Up-grading of the open and secret Registries of the Board. Confirmation exercise was conducted for all staff due in 2010		
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**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
DEPARTMENT OF PLANNING, RESEARCH AND STATISTICS (PRS)
ANNUAL REPORT (JANUARY - DECEMBER) 2010**

Introduction/ Function	Structure of the LEA	Activity	Constraints/Challenges	Achievements
Constant collection, collation and Analysis of Basic Education Data for Effective Educational Planning.	PRs Department has 3 Divisions as follows:(a) Research and Statistics Division (b) Planning and Monitoring Division (c) EMIS Division	(a).The Department carried out collection, input and analysis of Basic Education data for the2009/2010 Academic session. (b)The Department has also obtained Chairman’s approval for another data collection exercise in respect of the 2010/2011 academic session. The exercise is scheduled for the 3rd week of January, 2011.iv. (c).The Department, in collaboration with FCT MDG Office also participated in the last Community Database up Scaling Exercise in the FCT. (Areas of coverage in the Exercise include issues on status of Education, Transport, Health, Electricity etc in the FCT	a) Inadequate number of senior and qualified staff in the department (although this situation has already been remedied by the Board's management). (b)Inadequate office accommodation. (c)Adequate number of laptop computers for the statistics and Research staff. (d) Lack of training for staff of the Department enhanced productivity. (e) Inadequate number of functional monitoring Vehicles.	Availability of relevant data needs for planning purpose by the Board HQ and other stakeholders within the period under review
Provision of relevant Basic Educational Statistics for all Education stakeholders as at when due.	,,	(a).Production and Distribution of Digest of Statistics in respect of 2008/2009 Academic session. (b)The PRS Department in		Availability of relevant data needs for planning purpose by the Board HQ and other stakeholders within the period

		collaboration with the FCT EPMIS Office Participated in the Conduct of National School Census of 2010/2011 Academic Session.		under review
Conduct of Action Oriented Research on and for enhanced Basic Education delivery in the FCT,	„	At proposal level		At proposal Level
In collaboration with other Divisions formulates and produces Action plans (Short -Term, Mid -Term and Long Term) for Effective implementation of the UBE programme in the FCT.	„	(a).The Department in collaboration with other Departments, Participated in the development of the Board’s Budget for the year 2011. (b) The Division in conjunction with Physical planning Department produced and forwarded the following UBE Action plans: (c). 2009 UBE Action Plan (d). UBE Action Plan for 2009 Award for good performance (e). UBE Action Plan for UN-ACCESSED FUND (2006-2009).(f). 2010 UBE Action plan		(a).The Board’s Budget for the year 2011 successfully developed and submitted. (b) The Board successfully obtained approval and implemented the following UBE action plans: (c). 2009 UBE Action Plan(d). UBE Action Plan for 2009 Award for good performance (e). UBE Action Plan for UN-ACCESSED FUND (2006-2009).(f). 2010 UBE Action plan
Liaise with relevant stakeholders such as International Development Partners to implement the	„	(i). A 2 -Day FCT level training workshop for head teachers on salt iodine assessment using primary schools in the FCT as case study. Iodine assessment was also conducted and the results indicated 98% compliance of iodized salt consumption in the FCT. (ii). The Department also conducted a 2-Day capacity		(i). The Boards successfully conducted salt iodine assessment using primary schools in the FCT as case study, the results indicated 98% compliance of iodized salt consumption in the FCT(UNICEF). (ii). A 2-Day capacity development training of FCT Basic education managers on

UBE programme.		development training of FCT basic education managers on developing communication packages for evidence based advocacy/community dialogue in support of gender equity in education in the FCT conducted between 1st and 2nd July, 2010. (iii). Obtained approval for a Memo on the implementation of a developed work plan on Gender Mainstreaming in the FCT(from FCT UNDAF). (iv). Obtained approval for a Memo on Implementation of a developed work plan on National school Health policy (from FCT UNDAF).		developing communication packages for evidence based advocacy/community dialogue in support of gender equity in education in the FCT successfully conducted(UNICEF). (iii). Obtained Approval for a Memo on the implementation of a developed work plan on Gender Mainstreaming in the FCT(from FCT UNDAF). Implementation now ongoing. (iv). Obtained Approval for a Memo on Implementation of a developed work plan on National school Health policy(from FCT UNDAF). Implementation now ongoing.
Monitoring of Budget implementation of the Board in collaboration with other Divisions of the Board HQ.	„	In collaboration with Other Departments of physical planning carried out condition survey of physical facilities in schools in within the 6 LEAs.		In collaboration with Other Departments of physical planning carried out condition survey of physical facilities in schools in within the 6 LEAs.
Mapping of Basic schools in the FCT, etc.	„	Conducted school Mapping exercise for Municipal Area Council		Availability of schools map for Municipal Area Council for use in planning purposes.
Maintenance of the Board SERVICOM services	„	Maintained the Board's SERVICOM services.		Level of awareness of Board's Staff on SERVICOM enhanced. Service Delivery improved.
Oversees the Development of ECCDE in Public Basic Schools in the FCT.	„	In collaboration with Other Departments, implemented UBE training on ECCDE		In collaboration with Other Departments, implemented UBE training on ECCDE
Management of ICT facilities	„	Successfully Managed ICT facilities		Availability of Functional ICT

at the Board HQ, LEAs and in the Schools.		at the Board HQ, LEAs and in the Schools.		facilities at the Board HQ, ,LEAs and in the Schools.
D. Internet Services	”	(i). The Division successfully installed internet facility at the Board Headquarters. (ii).The Division has also obtained the Chairman’s approval for on-the- spot Assessment of all ICT facilities in schools. (iii)The Division also successfully installed a Website for the Board.		(i). Availability of internet facility at the Board Headquarters. (ii).On- the- spot Assessment of all ICT facilities in schools ongoing.(iii).Availability of functional Website for the Board.
Any other ad-hoc responsibilities that might be assigned by the Board				

**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
FINANCE AND ACCOUNT DEPARTMENT.**

Introduction	Structure of Finance Division	Activities Carried out in 2010	Problems & Constraints	Way forward
<p>Finance & Accounts Division deals with the payments and keeping of the FCT UBEB Financial records. The division serves as supervisory of all the financial transactions of the Board</p>	<p>The Division constitutes the following units:</p> <ul style="list-style-type: none"> a. Budget b. Final Account c. Loans & Advances/ Tax Office d. Salary e. LEA/JSS Accounts f. Expenditure control g. UBE Accounts h. FTS 	<ul style="list-style-type: none"> • The preparation of staff salaries • Keeping of all financial records • Preparation of payment vouchers • Payments of all contracts executed • Bank reconciliation • Keeping of cash books • Supervising the payments six (6) LEAs and their overheads <p>Preparation and payment of Federal Teachers' Scheme allowances</p>	<ul style="list-style-type: none"> • Inadequate funds to run the activities of the Board. • Inadequate photocopying machines • Inadequate computers and printers • Insufficient staff training, seminars and workshops <p>Difficulty in transportation, especially when going to the Bank.</p>	<p>If all the problems mentioned are been tackled, the overall performance of the department would be enhanced tremendously.</p>

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
ACTIVITIES CARRIED OUT IN PHYSICAL PLANNING AND PROJECTS MONITORING, 2010

Introduction	Activities	Structure	Achievements	Constraints/Challenges	Recommendations
<p>The physical planning and project monitoring Department of the Board was established to plan, implement, supervise and monitor physical development of projects of the Board.</p>	<p>The function of the department include: -planning infrastructural facilities for primary and junior secondary schools including classrooms, administrative blocks, libraries, introductory technology blocks, science, toilets, furniture, and furnishing. -Designing and costing of projects monitoring and supervision of projects. -Participation in preparation of yearly action plans, annual budgets and procurement process. -Preparing monthly and</p>	<p>The department has the following units: -Planning unit: Initiating and coordinating activities of the department. -Quantity Surveyor: Provide Quantity surveying services and supervises projects of the Board -Architectural Unit: Designed and supervises projects of the Board -Estate Unit: Assets management and supervision -Engineering Unit:</p>	<p>The department undertook the following activities within the year: -Implementation of 2010 Statutory capital projects. Construction of 1299 c/rooms, Rehab of 309 c/rooms, construction of Fence in 32 schools, Drilling of borehole in 39 schools, Supply of intro tech Equipment to 6 schools, Supply of science equipment to 10 schools, furnishing of intro tech lab in 29 schools construction of Basic science lab 10 Schools, construction of intro tech lab in 8</p>	<p>The major impediment towards speedy implementation of project is inadequate funding. Other constraint includes: inadequate logistics for project implementation and shortages of technical staff also during the year under review lack of constant electricity supply greatly affected the output of the department especially in terms of document production and processing particularly during process. lack of speedy payments due</p>	<p>The policy thrust for 2011 is the complete eradication of the situation of having schools under shade and reduction of pupil/classroom ratio by completing all the going projects and implementation of 2010 budget. More schools to be constructed to provide access to more pupils –in the rural areas and reduction in congestion.</p>

	annual progress reports.	In charge of mechanical and supervision of projects.	schools, construction of science lab in 4 primary school, supply of 6No. 4 wheel drive pick –up, supply of 6No. Of 18 seater buses, construction of 8 c/rooms in Islamiya schools, Constr. Of 9 ECCDE c/rooms, Constr. Of games pitches in 4 schools, Furnishing of 4No. offices, supply of 141,200 copies of basic textbooks in core subjects, provision of ECCDE recreational facilities in 4 schools, constr. & equipment of sick bay in 3 schools, construction & furnishing of Hostels in 2 schools, supply of learning aids to 1 special school, construction and furnishing of admin block in 1 school, construction of water	to contractors(both)interims and final valuation	
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			<p>system toilet and drilling of solar powered borehole in 1 school, construction of library in 1 school and construction and furnishing of computer studio in 2 schools most of which are at various stages of completion.</p> <p>-Implementation of rolled over 2009 statutory capital projects at more than 90% completion stage.</p> <p>-Implementation of 2009 UBEC Projects at various level of completion. In the year under review classroom furniture were supplied, set of code furniture sets of ECCDE furniture sets and recreational facilities, furnishing of Admin all funded by UBEC designing and resigning of the</p>		
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			classrooms and others schools facilities.		
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FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
LEGAL UNIT FCT UBEB ACTIVITIES/PROGRESS REPORT FROM JANUARY – DECEMBER, 2010

Introduction	Structure	Activities/Achievement	Challenges	Recommendation
<p>Reference to the unit's 2010 action plan, the unit was able to accomplish all except NO.3 and 4B. The following were notably accomplished:</p>	<p>Chairman`s Office Legal Officer (HOU)</p> <p>LEGAL OFFICERS Legal Officer I Legal Officer II State Counsel Corper</p> <p>SUPPORTIVE STAFF Education Officer I Education Officer II Legal Officer I Assistant Executive Officer</p>	<p>1. Litigation The three court cases involving JSS Jikwoyi, JSS Nyanya and JSS Lugbe were effectively prosecuted. Although they have not conclusively closed, the trends of proceedings are to our favour.</p> <p>2. Contract Agreement Files 827 Contract files were drafted and agreement legally executed.</p> <p>3. Oath of Secrecy The legal officer and her team visited all the six Area councils, to administer oath of secrecy to staff of the</p>	<p>i. The unit will do and function better if a secretary typist is posted to the unit.</p> <p>li. We need a better furnished legal secretariat, for better services to the management.</p> <p>lii.Lack of Unit utility vehicles has been limiting our operations.</p> <p>Iv.Lack of adequate funding was a big challenge.</p>	

		<p>Board. A total of six hundred and fifty (650) staff took oath of secrecy.</p> <p>4. Legal Advice/ Police Matters/ Procurement The Unit was able to give necessary legal advice to both management and staff, handle police matters and ensure due process in procurement processes.</p> <p>5. Official Letters Issuing necessary letters to individuals and organization was part of the activities of legal unit during the year under review.</p> <p>6. Legal instrument Registration of legal instrument such as power of Attorney was among the activities of the unit during 2010.</p> <p>7. Management Meeting The Unit served as the secretariat of the board during the entire</p>		
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		management meetings.		
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Nonetheless, we pledge to serve better and be loyal to the Board.

HOU (Legal)

LEA / AMAC 2010 ANNUAL REPORT

Introduction	Structure of Admin. Division	Achievement/Activities Carried out in 2009	Constraints/Challenges	Recommendation
<p>The Local Education Authority Abuja Municipal Area Council is the Authority charged with the responsibility of implementing the educational policies of OAbuja Municipal Area Council (AMAC). The activities of the year 2010 were successful.</p>	<p>The Local Education Authority (AMAC) has five Departments, The Departments are headed by HODs</p> <p>(i) ADMINISTRATIO N & SUPPLY, HOD – DAUDA ABDULKADIR</p> <p>(ii) FINANCE & ACCOUNTS HOD- MR LUKA ZAMANI</p> <p>(iii) PRIMARY SCHOOL SERVICES HOD- ALH. AHMED YUSUF</p> <p>(iv) PLANNING RESEARCH & STATISTICS HOD- ALH. BALA</p>	<p>The various Departments were well coordinated administratively which resulted to achieving a reasonable percentage of our educational goals.</p> <p>2. Right from the beginning of the year2010, both the teaching and non-teaching staff exhibited a sense of commitment in this official assignment</p> <p>3. Some promotion letters were released and the payments effected in December 2010 and the arrears from July 2010 paid istalmentally. Some staff equally took promotion examination and their letters are being awaited.</p>	<p>Financial constraints which demobilizes the inspectorate and other field workers.</p> <p>2) Inadequate number of service vehicle.</p> <p>3. Lack of enough office accommodation.</p> <p>4. Epileptic power supply</p> <p>5. Delay in payment of salaries.</p> <p>6. Inadequate number of school furniture.</p> <p>7. Insufficient text books for the children and staff.</p> <p>8. The admin staff did not benefit from workshops, seminar and in- services training organized by UBEB or NTI.</p>	<p>(1) Fund should be made available to the education secretary for onward settlement of the inspectorate and other field workers.</p> <p>(2) Coaster buses or service cars should be provided to enable the field workers to move their site.</p> <p>(3) More office accommodation to be built and furnished.</p> <p>(4) A big generator set should be provided to augment power supply.</p> <p>(5) Salaries should be duly paid as at when due.</p> <p>(6) Some rural schools have no enough furniture. Children sit</p>

	<p>(v) DOGARA WORKS HOD – MR SHEDRACK AKILA Each Department has a number of units it. AUDIT and INFORMATION units are purely under the supervision of the Education Secretary</p>	<p>4. In our existing Schools some new classrooms were constructed dilapidated ones are rehabilitated. The LEA/AMAC has total staff strength of 2,928 staff. This is including the teaching and non-teaching staff in schools and in the secretariat.</p>		<p>on the floor to receive lectures. (7) Adequate supply of text books to schools. (8) Workshop/seminar should be organized for the secretariat staff to enable them update their knowledge of their jobs. (9) Regular interactive session between LEAs and the Board is recommended for effective dissemination of information.</p>
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ABDULKADIR DAUDA

HOD: ADMIN & SUPPLY,

LEA/AMAC.

FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA

2010 ANNUAL REPORT LEA ABAJI

INTRODUCTION	STRUCTURE OF THE LEA	ACHIEVEMENT/ACTIVITIES CARRIED OUT IN 2010	CONSTRAINS/CHALLENGE	RECOMMENDATION								
<p>Education Authority Abaji is one of the six comprising the FCT Abuja. It is situated at the northern axis of the FCT. It has a total of fifty eight primary schools, viz: Model Primary Abaji, S/Gari Primary, Rimba Primary School, SPS Abaji, Abaji West Primary School, Abaji East Primary School, Nukuru Primary School, Ayaura Islamiya, Kekeshi Primary I, Manderegi Primary school, N/Agyana Primary I, Pandagi Primary School, G/Central Primary I, Gigbe Primary School, Y/Gawu Primary I, Abaji South Primary School, N/Tsoho Primary I, Mamagi Primary School, Agyana Primary I, Tupa Primary school, Gurdi Primary School, Gondo Primary School, N/Abaji Primary School, Gondo Primary School, F/Jamigbe Primary I, T/Usman Primary School, SPS Yaba, Dogon Primary School, Bari-Bari Primary School, Gondo Primary School, Adagba Primary School, Kekeshi Primary School, L/Yaba Primary School, Manderegi Primary School, Nanda Primary School,</p>	<p>The LEA is headed by the Education Secretary who is also the chief accounting officer of the LEA. It has five departments. Namely:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Department Head of Department</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">1. Admin.& Sup. Michael Nyamgum</td> <td></td> </tr> <tr> <td style="text-align: center;">2. Primary Sch. - Services</td> <td></td> </tr> <tr> <td style="text-align: center;">3. Planning Res. Adamu Gana</td> <td></td> </tr> </table>	Department Head of Department		1. Admin.& Sup. Michael Nyamgum		2. Primary Sch. - Services		3. Planning Res. Adamu Gana		<ol style="list-style-type: none"> 1. The LEA takes staff welfare very seriously. All the senior staff that are promoted by the UBEB in 2010 are been paid their financial implications with all the accrued arrears in full. 2. The LEA also promoted all the junior staff that were due and paid them along side the senior staff. Other activities carried out in 2010 includes establishment of additional two (2) primary schools, the schools are – Rimba Gwari and Chapu primary schools. 3. A unit was also created, that is Education management and information system that is the data bank unit (EMIS). 4. In the year under review, twenty-one 	<ol style="list-style-type: none"> 1. In most primary schools we are lacking French, Hausa, Yoruba and computer science teachers. 2. Lack of relevant text books on Arabic, Hausa, Yoruba, Cultural and creative Arts and civil education. 3. Lack of curriculum on Agric for primary 4 – 6. 4. Our schools are grossly lacking religious instructors most especially CRK 5. Some junior secondary schools are still operating under the primary school structures such as: JSS Kekeshi, JSS Yaba etc and this is causing serious classroom accommodation problem. 	<ol style="list-style-type: none"> 1. UBEB should please post language teachers to LEA. 2. Computers should also be supplied to the primary schools and junior secondary schools.
Department Head of Department												
1. Admin.& Sup. Michael Nyamgum												
2. Primary Sch. - Services												
3. Planning Res. Adamu Gana												

<p>nandic Primary School, Agwara Primary School, Primary School, A/Gwandara Primary School, ko Primary School, Alu Primary School, vata Primary School, Rimba-gwari Primary I, S/Gurara Primary School, Gasakpa II Primary I, Kpache Primary School, Gulida Primary I, Ebagi Primary School, R/Daji Primary School, a Primary School, W/mawogi Primary School, i Primary School, Pozhi Primary School, mi Primary School, Kwakwa Primary School, a Primary School, P/Bassa Primary School, i Primary School. The LEA has Eleven approved DE centres these are: Sabon-Gari Primary I, Model Primary School, Abaji West Primary I, S.P.S Abaji, S.P.S Yaba, Abaji East Primary I, Naharati Sabo Primary School, Pandagi ry School, Agyana Primary School, Nuku ry School, Abaji South Primary School. The LEA ne junior secondary schools viz: J.S.S Abaji, J.S.S a, J.S.S Gawu, J.S.S Gurdi, J.S.S Kekeshi, J.S.S ati, J.S.S Nuku, J.S.S Pandagi, J.S.S Yaba. nent at the primary school as at 31st Dec. s at 17,648 comprising of 9317 males and 8330 es. Enrolment of ECC & DE as at 31st Dec. 2010 e 759 female 662 Total 1,422 caregivers at the DE are male 6 female 28 Total 34. Enrolment ior secondary schools is 2226 males and 1690 ng 3996. Staff strength of the LEA is 697 ing Staff and 398 Non-Teaching Staff Totaling</p>	<p>& Statistics</p> <p>4. Finance & Jibrin Akoro</p> <p>Accounts</p> <p>5. Phys. Planning Halima Adah</p> <p>& Project Mon.</p> <p>The LEA has the following units namely:</p> <p>1. Audit unit headed by Yakubu Akpata</p> <p>2. Social Mobilization unit headed by Suliemen Mohammed</p> <p>3. Information unit headed by Musa Attahiru</p> <p>4. Establishment unit Shehu</p>	<p>schools were proposed, to benefit from community self-help project for 2009 initiative. The head teachers of the schools have already been trained on how to handle the projects, and they have signed a letter of memorandum of understanding (MON) on 24/11/2010 at Naharati Tsoho primary school. The resource person was Mallam Abbas, Desk officer S.H.P FCT – UBEB, the schools are:- Manderegi, T/Usman, D/ruwa, Tekpeshe, Rimba, Gulidan, SPS Yaba, Model, S/Gurara, S/Gari, Alu, Nuku, Mawogi, Gurdi, Mamagi, Mawogi-Wadagi, Pozhi, Gasakpa, Kutara, Agyana, Madarasutul Thaqafatul Islamiya Nursery/Primary School, Abaji.</p> <p>In the year under review, National school census was conducted, the schools were zoned that is Abaji zone, Pandagi zone, Yaba zone and Gawu zone, all the schools participated in the programme.</p> <p>5. In the year under review, a new ECC & DE desk officer by name Aishet Ladi Aliyu was appointed as ECC & DE Desk officer to take change of our under</p>	<p>6. Most of our primary schools and junior secondary schools are lacking computers for practices.</p> <p>7. The LEA is sad to report that the year under review, six staff lost their lives.</p>	
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<p>One hundred and fifty FTS Teachers were d to the LEA and were well utilized.</p>	<p>Mohammed</p> <p>5. There is head of Open Registry Ali</p> <p>6. Secret Registry headed by Mrs Talatu Audu</p> <p>7. There is a functional store headed by Mustapha Alhassan</p> <p>The LEA is structured in a way that makes it possible for every staff to have schedule.</p>	<p>aged children. This was as a result of the demise of the former desk officer Mrs. Kuriet Yakubu.</p> <p>6. The LEA as empowered both morally and financially, the quality assurance unit to carryout consistence visit of both Junior Secondary Schools and Primary Schools in order to ensure quality performance of teachers in the schools. These visits have achieved results immensely-</p> <p>Based on the reports submitted to the Board by the unit on the condition of the existing structures, and also where children are learning under the shade of trees, more classrooms are built and some renovated. Teachers are no more idle in schools hence they know somebody is coming to check on them. Teaching and learning has been going on in schools seriously. 7. The year witnessed the selection of cultural and creative Arts Desk Officer in the person of Abdullahi Bala Adamu</p> <p>Creative Arts Exhibition and competition</p>		
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		<p>8. Interschool competitions took place within the year Five schools were selected at the zonal level. Some materials were presented at the creative Arts Exhibition and competition.</p> <p>9. There was also Jets competition for primary and secondary schools at JSS Abaji. Where LEA Abaji participated actively.</p> <p>10. F.C.T science and tech. exhibition 2010 pre exhib. Dated 6th-05-2010.</p> <p>2 teachers invited for phase 2 cycle 1 National inset (3rd-16th/10/2010).</p> <p>11. Establishment of disaster risk reduction clubs in schools on the 20th /6/2010.</p> <p>12. 6th International exhibition for young inventor 2010.</p> <p>Our children came 3rd & 4th best in the Jets competition 2010 at FCT level. We had the best project presented using locally sourced materials at the exhibition center, but not recorded due to late arrival.</p>		
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		<p>13. Schools tour by sports & health officers on sensitization of school sports and health activities.</p> <p>14. Conduction of immunization exercises on children age (0-59 months) in all primary school in Abaji L.E.A.</p> <p>15. Organizes National environmental and sanitation day in all schools.</p> <p>16. Distribution of phase II De-worming exercise to various schools in the L.E.A.</p> <p>17. Mobilization of selected schools for a Ph.D student from University of Calabar to conduct a research study on SCHISTOSOMIASIS (BLOOD FLUKE INFECTIONS)</p> <p>18. Awareness exercise on school fumigation and pest control in conjunction with Abuja environmental protection environmental protection Board. (A.E.P.B)</p> <p>19. Performance of Global hand washing exercise tagged "MORE THAN NOT JUST A DAY".</p>		
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		<p>20. UNICEF workshop held at Sokoto state and two staff from the L.E.A went (Games masters).</p> <p>21. All LEA's curriculum co-ordinators held a meeting on 24th March, 2010, for the introduction of our new Board co-ordinator as Mrs. Wamina.</p> <p>22. Curriculum booklets were carried from the board to LEA offices</p> <p>23. Curriculum booklets were distributed to all our primary schools.</p> <p>24. 10 primary school teachers were invited for a meeting at ERC.</p> <p>25. Works department carryout the following under the year review</p> <p>508 furnishing and JSS Gawu equipping of intro tech. laboratory.</p> <p>32 Construction of a block of 4 classrooms JSS Gawu</p> <p>33 Construction of a block of 4 classrooms JSS Gawu</p> <p>34 Construction of a block of 4 classrooms JSS Gawu</p>		
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		<p>35 Construction of a block of 4 classrooms JSS Gawu</p> <p>36 Construction of a block of 4 classrooms JSS Abaji</p> <p>37 Construction of a block of 4 classrooms JSS Abaji</p> <p>38 Construction of a block of 4 classrooms JSS Naharati</p> <p>39 Construction of a block of 4 classrooms JSS Naharati</p> <p>40 Construction of a block of 4 classrooms JSS Naharati</p> <p>41 Construction of a block of 4 classrooms JSS Naharati</p> <p>42 Construction of a block of 4 classrooms JSS Nuku</p> <p>43 Construction of a block of 4 classrooms JSS Nuku</p> <p>44 Construction of a block of 4 classrooms JSSPandagi</p> <p>45 Construction of a block of 4 classrooms JSSPandagi</p> <p>46 Construction of a block of 4 classrooms JSSPandagi</p>		
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		<p>47 Construction of a block of 4 classrooms JSS Pandagi</p> <p>69 Rehabilitation of 5 blocks of 2 classrooms each Model P.S.</p> <p>96 Supply of 16 sets JSS Gawu of furniture</p> <p>97 Supply of 16 sets JSS Abaji of furniture</p> <p>98 Supply of 16 sets JSS Naharati of furniture</p> <p>99 Supply of 16 sets JSS Nuku of furniture</p> <p>100 Supply of 16 sets JSS Pandagi of furniture</p> <p>113 Construction of a block of 4 classrooms JSS Yaba</p> <p>114 Construction of a block of 4 classrooms JSS Yaba</p> <p>167 Construction of a block of 3 classrooms Nom. Abaji</p> <p>168 Construction of a block of 3 classrooms</p>		
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		<p>Nom. Gawu</p> <p>169 Construction of a block of 3 classrooms Rimba Gwari</p> <p>170 Construction of a block of 3 classrooms Pandagi Bako</p> <p>180 Rehabilitation of a Pachuwa block of 2 classrooms with office & store.</p> <p>181 Rehabilitation of 2 block of 2 classrooms each Gawu Central</p> <p>186 Drilling of borehole JSS Kekeshi and construction of 10,000 litre capacity metal tank on 9m height steel tower</p> <p>187 Drilling of borehole JSS Naharati and construction of 10,000 litre capacity metal tank on 9m height steel tower</p> <p>188 Drilling of borehole JSS Kekeshi and construction of 10,000 litre capacity metal tank on 9m height steel tower</p> <p>248 Construction of 8 classrooms upstairs JSS Kekeshi</p> <p>249 Construction of 8 classrooms upstairs JSS Kekeshi</p>		
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		277 Construction of fence JSS Kekeshi		
		374 Supply of 8 sets of furniture JSS Kekeshi		
		375 Supply of 8 sets of furniture JSS Kekeshi		
		376 Supply of 8 sets of furniture JSS Abaji		
		377 supply of 8 sets of furniture JSS Abaji		
		385 Supply of intro tech. Equipment JSS Kekeshi		
		393 Supply of Science Equipment JSS Equipment		
		403 Furnishing of intro tech laboratory JSS Kekeshi		
		413 Furnishing of intro tech laboratory laboratory JSS Kekeshi		
		415 Construction of Basic science block JSS Kekeshi		

		<p>419 Construction of JSS Kekeshi intro tech laboratory</p> <p>460 Construction of JSS Abaji Badminton and volley ball court</p> <p>473 Rehabilitation Abaji East P.S of a block of 2 classrooms</p> <p>474 Rehabilitation of 2 block of 2 classrooms each Naharati Sabo</p> <p>475 Rehabilitation Agyana p.s. of 2 block of 2 classrooms each</p> <p>476 Rehabilitation of a block of 2 classrooms Rimba P.S</p> <p>477 Rehabilitation of a block of 2 classrooms Adagba P.S.</p> <p>478 Rehabilitation of 2 block of 2 classrooms each Y/Gawu P.S</p> <p>506 Furnishing and equipping of intro tech laboratory JSS Pandagi</p> <p>507 Furnishing and equipping of intro tech laboratory JSS Gurdi</p> <p>531 Construction of 2 blocks of 4 classrooms JSS Abaji</p>		
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		<p>532 Construction of 2 blocks of 4 classrooms JSS Nuku</p> <p>569 Supply of 9 sets of classrooms furniture N/Gawu-Wagagi</p> <p>583 Construction of 2 blocks of 4 classrooms JSS Kekeshi</p> <p>584 Construction of 2 blocks of 4 classrooms JSS Yaba</p> <p>670 Construction of 2 blocks of 3 classrooms JSS Yaba</p> <p>671 Construction of 2 blocks of 3 classrooms Chakumu P.S</p> <p>696 Rehabilitation of 2 classrooms with office JSS Pandagi</p> <p>697 Rehabilitation of 2 classrooms with office JSS Pandagi</p> <p>698 Rehabilitation of 2 classrooms with office Nanda p.s.</p> <p>745 Supply of 6 sets of classroom furniture Abaji West</p> <p style="text-align: center;">& Nom.Agyana</p> <p style="text-align: center;">& others.</p> <p>26. The LEA also is prompt on conveying</p>		
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		<p>from the Board Federal Government intervention textbooks for onward distribution to schools.</p> <p>27. The LEA's up to date in payment of teachers and non-teachers salaries and allowances.</p> <p>28. 200 teachers were trained by NTI on the teaching of core-subjects. The MDG workshop took place at Abaji.</p>		
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**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
2010 ANNUAL REPORT FORMAT
OFFICE OF THE CHAIRMAN**

Introduction	Structure of the CHAIRMAN OFFICE	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
OFFICE OF THE CHAIRMAN	<p>The Executive chairman's office comprises of the following:</p> <ul style="list-style-type: none"> (i) Board secretary's office (ii) Legal unit of the Board (iii) Audit unit of the Board (iv) Quality Assurance of the Board (v) Public Relation office of the Board. 	<ul style="list-style-type: none"> -Establish and manage Early child care Development centres, primary, JSS, Nomadic in the FCT. -Recruit, appoint, post and deploy and promote both teaching and non- teaching staffs from GL 07 – above. -Establish an effective and functional quantity Assurance Unit that ensure compliance with standard by components of UBE programme Providing enabling environment and encourage pupils participation in circular and co-circular activities. -Training and retraining of teaching and non-teaching staff. 	<ul style="list-style-type: none"> -Inability to provide enough physical facilities to cater for children -Inadequate number of instructional materials. -Difficult terrains. -Late release of funds -The dearth of teachers in core subjects. -Inadequate office accommodation 	<p>-Adequate funding will take care of the following:</p> <ul style="list-style-type: none"> i. Establishment of additional schools. ii. Provision of more special needs schools. lii.Provision of appropriate vehicles for monitoring. lv.Training and retraining of staff for workshops.

		<p style="text-align: center;"><u>ACHIEVEMENTS</u></p> <ul style="list-style-type: none">-Establishment of more primary and JSS schools as well as ECCDE.-Renovation of various dilapidated structures.-Establishment of Resource rooms to cater for the physically challenged impaired pupils.-Construction of classrooms.-Prompt payment of salaries.-Purchase and distributes instructional materials.		
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**FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA.
P.R.O UNIT 2010 ANNUAL REPORT**

Activities of the Division/Unit	Achievement of the Division	On-going Initiative (Activities)	Completed initiatives (Activities)	Constraints	Recommendation
<ol style="list-style-type: none"> 1. Establishing and maintaining mutual understanding between the Board and the general public 2. Ensuring proper documentation and publicity of the Board's activities in terms of video coverage and photographs. 3. Publicizing the activities and achievement of UBEB 	<ol style="list-style-type: none"> 1. The unit constantly provided adequate publicity of the Board's programmes and projects. 2. It sensitization created greater awareness and acceptance of UBE programme in FCT. 3. Circulated press releases on matters relating to the activities of the Board through print/electronic 	<ol style="list-style-type: none"> 1. Ensuring adequate coverage of the Board's activities. 2. Relating with departments to provide adequate coverage of their programmes and activities. 3. Encouraging the Board to provide avenue for more press briefing to harmonize the Board's 	<ol style="list-style-type: none"> 1. The public relation unit is a unit that does not have a project that needs to be concluded within giving period, as its activities are continues. 	<ol style="list-style-type: none"> 1. Lack of computer/laptops in the unit 2. Lack of midget tape recorders. 3. Lack of regular training for staff. 4. Lack of flow of information from department to the unit. 5. Lack of transportation for conveying press crew and working materials such as public address system to venue. 	<ol style="list-style-type: none"> Provision of modern computer/laptops 2. Regular training for staff of the unit. 3. Timely release of funds for N 4. Provision of midget tape recorder unit. 5. The unit should be provided with prompt transportation of pre gadgets to the venue of prog

<p>Through regular press briefing.</p> <p>4. Providing effective media coverage about the on-going activities/programmes of the board.</p> <p>5. Packaging of UBEB information Bulletin.</p>	<p>media.</p> <p>4. Film and photograph all activities executed by the Board.</p> <p>5. Organized interviews with TV, Radio stations and print media</p> <p>6. Embarked on series of adverts placements in the print and electronic media on matters relating to the Board, and pre-qualification of contracts.</p>	<p>relationship with the pressmen.</p> <p>4. Encouraging departments to allow free flow of information to the unit.</p> <p>5. Packaging of UBEB information bulletin to disseminate information and news about the Board and schools under it to staff and public.</p>			
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FCT UNIVERSAL BASIC EDUCATION BOARD, ABUJA
SOCIAL MOBILIZATION 2010 ANNUAL REPORT

INTRODUCTION	STRUCTURE OF SOCIAL MOBILIZATION DEPARTMENT	ACHIEVEMENT/ACTIVITIES CARRIED OUT IN 2009	CONSTRAINTS/CHALLENGES	RECOMMENDATION
<p>The Mobilization process at the SUBEB level is aimed at providing a function for the execution of all mobilization activities.</p> <p>The key activities includes creating unique programmes in line the peculiarities of the state, Planning, Executing, Monitoring, Evaluation of all sensitization, Advocacy and mobilization</p>	<p>HOD Social mobilization,</p> <p>HOU Community Empowerment,</p> <p>HOU Community Mobilization and Sensitization, ,</p> <p>HOU Campaign and Promotion,</p> <p>Secretariat and general administration,</p> <p>Soc Mob Abaji office,</p> <p>Soc Mob Bwari office,</p> <p>Soc Mob G/Lada office,</p> <p>Soc Mob Kuje office,</p> <p>Soc Mob Kwali office,</p>	<p><u>A .SELF-HELP PROJECTS</u></p> <p>i. Re-compilation of 214 beneficiaries for 2007 SHP with micro finance banks and wrong account numbers to facilitate e-payment.</p> <p>(ii) Final monitoring of 2007 community initiated Self Help project(214)to access the levels of completion made after mid-term monitoring.(Jan-Feb 2010)</p> <p>(iii) Re-compilation of 2007 and 2008 benefiting communities that could not access their fund due to e-payment problems for both first and second tranche of 2007/2008 funding programme.(March-April)</p> <p>(iv) Attending reconciliatory</p>	<p>1. Need more funding.</p> <p>2. Transportation.</p> <p>3. More office accommodation for expansion.</p>	<p>1.Provision of enough funds for mobilization activities,</p> <p>2. Vehicle and</p> <p>3.Office accommodation.</p>

<p>activities for implementation at the State and local government levels.</p>	<p>Soc Mob AMAC office.</p>	<p>meetings in Kaduna with the 36 States and FCT I attendance to harmonize/reconcile the lists of 2007/2008 Self-Help Project.</p> <p>(v) Mid-term monitoring of 2008 Self-help projects in the Six Area Council.</p> <p>(vi) Compilation of 2009 Self-help Projects in the six Area council of the FCT.</p> <p>(vii) Training of projects implementation Committee (PIC) for 2009 for 119 benefiting communities in the Six Area councils (22th-24th of Nov, 2010.)</p> <p>(viii) National flag of 2009 self Help projects In Kaduna for the implementation of 2009 community initiated project funds.</p>		
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		<p><u>B COMMUNITY SENSITIZATION</u></p> <p>i. Sensitization visits to 19 communities identified with low enrolment across the Six Area councils of the FCT as a result of poor enrolment of schools aged children into schools (May-June)</p> <p>ii. Working with Non-governmental organization (NGOs) in Education development</p> <p>iii. Training of schools Based Management Committee by CAPP in four schools in Kuje and Kwali Area Councils.</p> <p>iv. Sensitization visits to Nomads communities on relocation and placement of their wards in</p>		
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		Schools. v. Community Mobilization for the establishment of Primary school in Life Camp.		
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**2010 ANNUAL REPORT FOR ADMIN AND SUPPLIES
LOCAL EDUCATION AUTHORITY, KWALI
HEAD OF ADMIN AND SUPPLIES**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>Admin /supplies is the pillar in this organization. It oversees the activities of all other divisions in the organization. This division is in charge of the general administration and personal matters. It comprises four (4) section: Management services, Establishment, General Administration and stores</p>	<p>Admin/Supplies Division /Department is structured into four main sections which are subdivided into units. The Head of Admin oversees the general administration as is assisted by the Pension Desk officer. The sectional Head of Management Services oversees the affairs of all the other sections in organization. The Admin/supply is also charged with the</p>	<p>In 2010, about teaching and non teaching staff were replaced and or employed and posted to various primary/ Junior Secondary Schools across Kwali Area Council. Confirmation of appointments, up-grading/promotions were effected and implemented and arrears paid total members promoted was and up- grading was in numbers. In 2010, also Alh. Sule S. Dobi was appointed as acting Secretary of the LEA</p>	<p>Lack of the office accommodation, staff seats and tables which makes it in conducive for work by staff in the organization. Also some sectional heads lack seats and table and working materials which also hampers smooth work in the organization and effective performance among staff. All these difficulties results to truancy amongst some staff in the organization.</p>	<p>The following are the recommendations for the divisions:</p> <ol style="list-style-type: none"> 1. Provision of office accommodation which would facilitate office performance by staff 2. Provision of seats where they are inadequate. 3. The authority should introduce awards either in kind, cash or materially to staff

	<p>responsibility of recruitment, posting and transfers, promotion, discipline, leave general etc. The stores section which is also under the umbrella of Admin / supply takes stocks of all materials and machines/equipments, vehicles and replenishments of consumables such as the items mentioned above. It is also in charge of procurement in the division. Attached is the stock of list of materials/ vehicles and other items in stock for your reference.</p>	<p>When the former was elected council chairman. Also, during the year under review i.e towards the last quarter, a new Secretary Mr. Danlami K. Kwali was appointed to replace Alh. Sule S. Dobi who went on voluntary retirement. Also several general meetings were held which were presided over by the respective Education Secretaries. Staff attitude to work was encouraging generally except in few cases. During 2010, inventories were: 18 motor cycles, 12 helmets, 1 functional vehicle, 2 damaged vehicles. The motor bikes have been allocated to the inspectorate division of the organization. The pension and gratuity</p>	<p>It is said to note that this LEA during the year under review lost 12 members of both teaching and non teaching staff, ranging from protracted illness and accidents. Burial expenses have also been paid to about 10 of the next of kins.</p>	<p>who are hard working, obedient, punctual to duty etc as it is practiced in other organizations. This would motivate staff to put in their best.</p> <ol style="list-style-type: none"> 4. UBEB which is our head office should include non teaching staff too workshops and seminars. 5. The authority should source for resource persons and embark on an in-house training non- teaching staff especially for those who are coming into the service without working experience. This will go a long way to
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		unit tried to ensure that insurance benefits are paid to about 10 next of kins whose names were selectd as beneficiaries of the scheme. Efforts are being intensified to pay them in 2011.		make them understand the ethics of the civil service and or the profession.
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Yusuf Idris Umar,
Head of Admin/Supplies

**2010 ANNUAL REPORT FOR ADMIN AND SUPPLIES
LOCAL EDUCATION AUTHORITY, KWALI
SCHOOL SERVICES DIVISION**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The school services Department is responsible for coordinating, inspections, supervision, evaluations, regulation of quality education, conducting training of teachers, and improving standards in all aspects. It is also charged with the external examinations, overseeing the affairs</p>	<p>The division has the head of department (HOD) who oversees the affairs of the PSS. The units under the primary school service are:</p> <ol style="list-style-type: none"> 1. Examination unit 2. Sport unit 3. Mobilization unit 4. Home grown unit 5. Special Education unit 6. Parent teachers Association 7. Library 8. Scholarship 	<p>All the mentioned units function very well and report directly to the head of department. The units are being taken care by the supervisors and inspectors. There are 87 schools in the LEA. The schools were 76, but recently 9 new schools were established. The 87 schools are grouped into 5 zones to ease supervision. There are 930 teachers, teaching in these schools; some are Degree holders, others are NCE.</p>	<p>The Department is faced with many hindrances to the smooth flow of our daily activities. These are:</p> <ol style="list-style-type: none"> 1. Vehicles for inspection 2. Inspectors allowances 3. Additional motorcycles 4. Enough instructional materials to our schools. 5. Some schools need more classrooms. 6. Mathematics, 	<p>All the constraints envisaged are worth giving full attention as they will bring faster progress and bring about success in our pursuits. These are:</p> <ol style="list-style-type: none"> 1. Vehicles and motorcycles 2. Inspectors and supervisors allowance for motivation. 3. Instructional material. 4. Supply of teachers in areas of need, (Maths, English, ar

<p>of all primary and junior secondary schools etc. There are 87 primary schools and 15 junior secondary schools.</p>	<p>9. Science 10.Guidance/counselling</p>	<p>Many others are undergoing Degree and NCE courses in different institutions in the nation. There are 5 motorcycles given to supervisors. The LEA Is having 25 inspectors and supervisors and were merged with Quality assurance which bring the number to 49.</p>	<p>English, and Science teachers are lacking. 7. Sports equipments and items. 8. Computers to our</p>	
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**2010 ANNUAL REPORT FOR ADMIN AND SUPPLIES
LOCAL EDUCATION AUTHORITY, KWALI
SCHOOL SERVICES DIVISION**

Introduction	Structure of the LEA	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The school services Department is responsible for coordinating, inspections, supervision, evaluations, regulation of quality education, conducting training of teachers, and improving standards in all aspects. It is also charged with the external examinations,</p>	<p>The division has the head of department (HOD) who oversees the affairs of the PSS. The units under the primary school service are:</p> <ol style="list-style-type: none"> 1. Examination unit 2. Sport unit 3. Mobilization unit 4. Home grown unit 5. Special Education unit 6. Parent teachers Association 	<p>All the mentioned units function very well and report directly to the head of department. The units are being taken care by the supervisors and inspectors. There are 87 schools in the LEA. The schools were 76, but recently 9 new schools were established. The 87 schools are grouped into 5 zones to ease supervision. They are:</p> <ol style="list-style-type: none"> 1. Dafa 2. Dangara 	<p>The Department is faced with many hindrances to the smooth flow of our daily activities. These are:</p> <ol style="list-style-type: none"> 1. Vehicles for inspection 2. Inspectors allowances 3. Additional motorcycles 4. Enough instructional materials to our schools. 5. Some schools need more 	<p>All the constraints envisaged are worth giving full attention as they will bring faster progress and bring about success in our pursuits. These are:</p> <ol style="list-style-type: none"> 1. Vehicles and motorcycles 2. Inspectors and supervisors allowance for motivation. 3. Instructional material. 4. Supply of teachers in

<p>overseeing the affairs of all primary and junior secondary schools etc. There are 87 primary schools and 15 junior secondary schools.</p>	<ol style="list-style-type: none"> 7. Library 8. Scholarship 9. Science 10. Guidance/counseling 11. Curriculum 12. Languages. 	<ol style="list-style-type: none"> 3. Kwali 4. Pai 5. Yebu <p>There are 930 teachers, teaching in these schools; some are Degree holders, others are NCE. Many others are undergoing Degree and NCE courses in different institutions in the nation. There are 5 motorcycles given to supervisors. The LEA is having 25 inspectors and supervisors and were merged with Quality assurance which bring the number to 49.</p>	<p>classrooms.</p> <ol style="list-style-type: none"> 6. Mathematics, English, and Science teachers are lacking. 7. Sports equipments and items. 8. Computers to our schools. 9. Office furniture 10. Stationary items 11. Lack of workshop for inspectors and supervisors. 	<p>areas of need, e.g Maths, English, and Science.</p> <ol style="list-style-type: none"> 5. Functional computers. 6. Sports equipments and items. 7. Office furniture 8. Stationary Items. 9. Workshops for inspections and supervisors.
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LOCAL EDUCATION AUTHORITY, KWALI
FINANCE AND ACCOUNTS DIVISION

Introduction	Structure of Admin & Supply	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Finance and Accounts (F/A) Department is shouldered with the responsibility of :</p> <ul style="list-style-type: none"> -Handling all the financial transactions of LEA. -Advising the management on issues concerning finance. -Handling budget and budgetary issues -Making fiscal policies and 	<p>The Department is headed by the Head of Department Finance and Accounts. He is deputized by the Accountant II as next in command. The department has eight (8) sections; these are:</p> <ol style="list-style-type: none"> 1. Salary section 2. Expenditure section 3. Cash section 4. Final Accounts section 5. Deduction section 6. Budget section 7. Computer section 8. Vote book section. <p>Each of these sections is supervised by Head</p>	<ul style="list-style-type: none"> -Despite the financial constraints facing the authority, the department will live up to expectation in the area of due process and maintains financial discipline. -At the period of this report, all funds released for payment of staff salary and overheads expenditure are paid as at when due. - On job satisfaction a remarkable achievement has been attained. -Among other achievement is the computerization of payroll. 	<p>Lack of funds has showed down some of the departments activities in the area of expansion of the newly computerized staff payroll. Lack of fund has made it difficult to engage our staff on constant on the job training. Shortage of office accommodation and furniture's.</p>	<p>Efforts should be made for enough funds to be released for effective job deliverance.</p> <ul style="list-style-type: none"> -Additional computers to be purchased. -More office accommodation -Additional furniture's should be provide. -E-payment is good, but staff salary is been delayed. There is need to strategies in order to create room for prompt payment of salary.

implementing such policies. Ensuring that due process is followed within the department.	of section. The department has thirty-six (36) staffs.			
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**LOCAL EDUCATION AUTHORITY, KWALI
AUDIT DEPARTMENT 2010 ANNUAL REPORT**

Introduction	Structure of Admin & Supply	Achievement/Activities Carried out in 2010	Constraints/Challenges	Recommendation
<p>The Audit Department of the Local Education Authority is saddled with the responsibilities such as:</p> <ol style="list-style-type: none"> 1. Ensuring effective and efficient internal control. 2. Strict 	<p>The Audit Department consists of the Head of Department as chief overseer of all affairs of the department. He is subordinated by Audit II as the staff officer of the department. The nine (9) other staff are assigned with different schedules ranging from checking to verifications.</p>	<p>The Department was able to have checked and passed for payment of salaries & allowances of January to December 2010 and promotion arrears of 2009 & 2010 payment vouchers were among the PVs that were thoroughly scrutinized before payment. The department had also been able to label all the properties of the L.E.A in</p>	<p>The department had faced with the problems of lack of mobility that will keep the staff mobile in case the need to go for physical verification arise. Secondly lack of constant manpower training has hindered the efficient performance of our staff as new Govt. Fiscal Policies were emerging, such as the issue of e-</p>	<p>The department therefore, recommends that:</p> <ol style="list-style-type: none"> i. Mobility should please be provided to the dept. to enable its staff deliver diligently in their responsibilities. ii. More efforts to be made in the area of manpower training through constant workshops, seminars

<p>compliance to the accounting standard in preparing all the books of accounting records.</p> <p>3. To ensure up to date records of financial transactions are kept.</p> <p>4. To evaluate, examine, suggest and recommend where necessary transactions of the authority accordingly</p>		<p>order to safe-guard them against possible theft and vandalization.</p> <p>Touring of LEA primary schools to verify the instructional materials distributed to them is also a remarkable achievement of the department.</p> <p>Consequently, the department was able to make kwali LEA payrolls a ghost workers free payroll.</p>	<p>payment.</p> <p>Lack of office accommodation, as the whole dept. is being accommodated in one (1) single office.</p>	<p>and conferences, these will boost the staff skills.</p> <p>iii. More office accommodation to be provided for better and efficient service delivery</p>
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FCT UNIVERSAL BASIC EDUCATION, BOARD. 2010 ANNUAL REPORT FORMAT.

DIVISION: ...SCIENCE & TECHNOLOGY UNIT

/NO	INTRODUCTION	STRUCTURE OF THE DIVISION	ACHIEVEMENTS/ACTIVITIES CARRIED OUT IN 2010	CONSTRAINTS/CHALLENGES	RECOMMENDATION
	THE SCIENCE AND TECHNOLOGY UNIT IS A UNIT UNDER THE BOARD. IT'S MAJOR ROLE IS TO CARRY OUT SCIENCE AND TECHNOLOGY ACTIVITIES CONCERNING OUR PUBLIC SCHOOL IN FCT, FOR BOTH PRIMARY & JSS SCHOOLS	THE STRUCTURE OF THIS UNIT IS DONE IN SUCH A WAY AS TO TAKE CARE OF SCIENCE & TECHNOLOGY IN BOTH JSS & PRIMARY SCHOOLS IN FCT. IT IS HEADED BY THE COORDINATOR	ACTIVITIES & ACHIEVEMENT ATTACHED	THE MAJOR CONSTRAIN FACED DURING THESE ACTIVITIES, WAS THE ISSUE OF FUND AND TRANSPORTATION. FUND S WERE NOT MADE AVAILABLE ON AT BEFORE MOST OF THESE ACTIVITIES WERE CARRIED OUT. TRANSPORTATION TO MAKE MOVEMENT EASY WAS MADE AVAILABLE IN ANY OF THE ACTIVITIES	THE SCIENCE & TECHNOLOGY UNIT IS RECOMMENDING THE FOLLOWING: (1) FUNDS SHOULD BE MADE AVAILABLE AS AND WHEN DUE FOR SMOOTH TAKING OFF SUBSEQUENT ACTIVITIES. (2) TRANSPORTATION SHOULD BE MADE AVAILABLE FOR EASY MOVEMENT AS MOST OF THE ACTIVITIES ARE CARRIED OUT, OUTSIDE THE OFFICE.
			24TH -27TH MAY, 2010		

SCIENCE AND TECHNOLOGY UNIT.

1	FEDERAL MINISTRY OF EDUCATION IN CONJUNCTION WITH FCT UBEB (SCIENCE AND TECHN UNIT) ORGANISED AND PARTICIPATED IN THE 2010 COMMONWEALTH DAY CELEBRATION WITH THE THEME 'SCIENCE, TECHNOLOGY AND SOCIETY'.	8TH FEB -8TH MARCH, 2010		
2	PRE-JUNIOR ENGINEERS, TECHNICIANS AND SCIENTISTS (JETS) NATIONAL STATES COODINATORS, SCIENCE AND MATHEMATICS TEACHERS' WORKSHOP ORGANISE BY JETS NATIONAL HELD AT LOKOJA, KOGI STATE.	18TH-24TH MARCH, 2010		

3	TRAINING OF 12 SCIENCE TEACHERS ON SUBJECTS PANEL WORKSHOP ORGANISE BY STAN TO UPDATE TEACHERS ON THE CURRENT TRENDS IN TEACHING MATHEMATICS AND BASIC SCIENCE HELD AT TARABA, KOGI, OGUN, NASARAWA STATES RESPECTIVELY.	16TH APRIL -1ST MAY, 2010		
4	FCT UBEB PRE PROJECT EXHIBITION WHICH AIM IS TO PROMOTE SCIENCE & TECHNOLOGY AND THE CULTURE OF CATCH THEM YOUNG" IN FCT SCHOOLS ORGANISED BY THE SCIENCE AND TECHNOLOGY UNIT HELD AT JSS GARKI	6TH MAY, 2010		
5	FCT UBEB SCHOOLS ON INVITATION PARTICIPATED IN THE SCIENCE FAIR ORGANISEED BY THE MANAGEMENT OF NTA/GTV TAG - EXPO 2010 WITH THE NATIONAL THEME ; "SCIENCE AND TECHNOLOGY AS A BASIC FOR NATIONAL TRANSFORMATION"	24TH -27TH MAY, 2010		
6	SCIENCE AND TECHNOLOGY UNIT OF FCT UBEB ORGANISED SCHOOLS ZONAL MATHEMATICS AND BASIC COMPETITION HELD IN THE SIX AREA COUNCILS, FOR TALENTS HUNT OF YOUNG SCIENTISTS FROM THE GRASSROOTS	3RD -5TH 2010		

7	THE FCT MINISTER HONOURED 4 STUDENTS AND 3 OFFICIALS FROM FCT UBEB FOR THEIR OUTSTANDING PERFORMANCE AT THE INTERNATIONAL EXHIBITION OF YOUNG INVENTORS AT TAIWAN 2008, AS BEST INVENTION COUNTRY. HE AWARDED SCHOLARSHIP TO STUDENTS, AND PROMOTION FOR OFFICIALS.	16TH JUNE, 2010		
8	DISTRIBUTION OF SPECIAL PACKAGE OF SCIENCE EQUIPMENT, SUPPLIED BY THE FEDERAL GOVERNMENT THROUGH UBEC TO FCT UBEB FOR 7 SCHOOLS	5TH AUGUST, 2010		
9	MOBIL/STAN NATIONAL SCIENCE FAIR AND QUIZ COMPETITION ORGANISED BY STAN, FCT UBEB UBEB ON INVITATION PARTICIPATED ACTIVELY WITH SPS BWARI EMERGING 1ST POSITION IN THE PROJECT EXHIBITION (PRIMARY CATEGORY) AND LEA BYAZHIN CAME 1ST POSITION IN MATHEMATICS WRITTEN (PRIMARY CATEGORY)	23RD - 28TH, AUGUST, 2010		
10	TRAINING WORKSHOP OF 5 SCIENCE TEACHERS ON THE METHODOLOGY OF TEACHING MATHEMATICS, ORGANISED BY MATHEMATICS ASSOCIATION OF NIGERIA (MAN) HELD AT LAFIA, NASARAWA	29TH AUGUST, 2010		
11	MONITORING OF BASIC SCIENCE AND TECHNOLOGY, EQUIPMENT DISTRIBUTED TO 31 JSS AND 37 PRIMARY SCHOOLS ACROSS THE SIX AREA COUNCIL	13TH - 17TH SEPTEMBER, 2010		

12	NTA WITH FCT UBEB (SCIENCE AND TECHNOLOGY) MADE ON THE SPOT ASSASSMENT OF LABORATORY AND SCIENCE EQUIPMENT IN SOME FCT SCHOOLS	4TH -6TH OCTOBER, 2010		
13	FCT AGENCY FOR SCIENCE AND TECHNOLOGY IN COLLABORATION WITH FCTA EDUCATION DEPT, ORGANISED FCT SCIENCE FAIR COMPETITION, FCT UBEB SCHOOLS ON INVITATION, PARTICIPATED ACTIVELY WITH JSS ZUBA EMERGING 1ST, PYAKASA 2ND AND JSS OROZO 3RD FOR JSS CATEGORY WHILE SPS BWARI 1ST POSITION , KUBWA II MODEL 2ND & SPS G/LADA 3RD POSITION RESPECTIVELY.	20TH - 22ND OCTOBER, 2010		
14	DISTRIBUTION OF BASIC SCIENCE AND TECHNOLOGY EQUIPMENT SUPPLIED TO FCT UBEB, FOR FCT SCHOOLS. 44 BASIC SCIENCE EQUIPMENTS AND 18 TECHNOLOGY EQUIPMENTS	10TH SEPT -TILL DATE		

JSS SPORT

	ACTIVITIES	STRUCTURE OF THE DIVISION	ACHIEVEMENT IN 2010	CONSTRAINTS/CHALLENGES	RECOMMENDATION
	INSPECTION TAKING, INVENTORY OF SPORTS EQUIPMENT & FACILITIES	JSS SPORT UNIT	JUST A HANDFUL OF SCHOOLS VISITED	INABILITY TO VISIT AS MANY SCHOOLS ASEXPECTED DUE TO LACK OF FUND	MAKING FUND AVAILABLE
	INSPECTION OF THE THEORY & PRACTICAL TEACHING OF PHE & OBSERVATION OF GAMES	JSS SPORT UNIT	JUST A HANDFUL OF SCHOOLS VISITED	INABILITY TO VISIT AS MANY SCHOOLS ASEXPECTED DUE TO LACK OF FUND	MAKING FUND AVAILABLE

ORGANISATION OF ANNUAL INTER-HOUSE SPORTS COMPETITION	JSS SPORT UNIT	NOT MANY SCHOOLS WERE ABLE TO ORGANISE THEIR ANNUAL INTER-HOUSE SPORTS COMPETITION	LACK OF FUND	NEED TO MAKE SOME FUNDS AVAILABLE TO SCHOOLS
DR. YUNUSA'S COMPETITION FOR THE CLEANEST SCHOOLS	JSS SPORT UNIT	THE COMPETITION COULD NOT BE HELD THIS OUT GOING YEAR	LACK OF FUND	THERE IS THE NEED FOR PROMPT RELEASE OF FUND
ORGANISATION OF FCT-UBEB INTER SCHOOL SPORTS FESTIVAL	JSS SPORT UNIT	NOT HOSTED	LACK OF FUND	NEED FOR THE RELEASE OF FUND
	BM 1 (PLACEMENT & ADMISSION)			
MONITORING AND EVALUATION EXERCISE	BM 1'S OFFICE (OFFICE)	CARRIED OUT 2ND TERM ROUTINE MONITORING AND EVALUATION EXERCISE.	INADEQUATE MONITORING VEHICLES	PROVISION OF MONITORING VEHICLES
SUPPLY OF PLACEMENT FORMS TO THE LEAS.	BM 1'S OFFICE (OFFICE)	SUPPLY OF PLACEMENT FORM TO THE 6 LEAs FOR UNWARD DISTRIBUTION TO SCHOOLS, TO ENABLE PARENTS OBTAIN, FILL AND SELECT SCHOOLS FOR THEIR WARDS AND CHILDREN	NONE	PROCUREMENT SHOULD BE TIMELY, TO AVERT LATE RELEASE OF ADMISSION LIST
RETRIVAL AND CHECKING OF PLACEMENT FORMS FROM THE LEAS, TO CUT DOWN ON WRONG ENTRIES.	BM 1'S OFFICE (OFFICE)	SUBMISSION AND CROSS- CHECKING OF COMPLETED PLACEMENT FORMS FROM THE 6 LEAS	NONE	
SCHOOL'S SPEECH AND PRIZE GIVING DAY	BM 1'S OFFICE (JSS)	REPRESENTED BY THE CHAIRMANAT JSS WUSE ZONE 3 AND PRESENTED A VOTE OF THANKS ON HIS BEHALF AT THE SCHOOLS' SPEECH, PRIZE GIVING AND SEND FORTH OF THE FORMER PRINCIPAL AND THE THEN OUT GOING JSS III STUDENTS OF THE SCHOOL	NONE	WORTH DOING REGULARLY

PLACEMENT EXERCISE FOR ADMISSION OF PRY 6 PUPILS INTO JSS1 IN FCT UBE SCHOOLS.	BM 1'S OFFICE (JSS)	CARRIED OUT PLACEMENT EXERCISE FOR THE MAIN ADMISSION LIST, IN THE 6 LEAS IN FCT	LACK OF COMPUTER SET AND PRINTER	
WORKSHOP (CAPACITY BUILDING WORKSHOP) FOR TEACHERS IN PRIMARY AND JUNIOR SECONDARY SCHOOLS	BM 1'S OFFICE (PLACEMENT)	ATTENDED A TWO- DAY CAPACITY BUILDING WORKSHOP ORGANISED BY NIGERIAN EDUCATION RESEARCH AND DEVELOPMENT COUNCIL (NERDC) NORTH CENTRAL ZONE, MINNA, FOR TEACHERS BOTH IN PRIMARY & SECONDARY SCHOOLS IN FCT. THE WORKSHOP IS ON DEVELOPMENT, SELECTION AND USE OF INSTRUCTIONAL MATERIALS FROM LOCAL RESOURCES.	NONE	IT IS A WORTHWHILE EXPERIENCE AND SHOULD BE DONE REGULARLY, TO ENHANCE THE TEACHERS CAPABILITIES IN THEIR WORK AS TEACHERS
MONITORING AND EVALUATION EXERCISE BY UBEC & UBEB OFFICERS		CARRIED OUT 3RD TERM ROUTINE MONITORING AND EVALUATION EXERCISE ON 24 PRIMARY AND 7 JSS UNDER ABAJI LEA, WITH OFFICIALS FROM UBEC.	NON AVAILABILITY OF MONITORING VEHICLES AND READY FUNDS FOR FUELING OF VEHICLES	FUNDS FOR FUELING VEHICLES DURING MONITORING SHOULD BE MADE AVAILABLE BEFORE THE EXERCISE
SELECTION OF BEST TEACHERS, SCHOOL ADMINISTRATORS & SCHOOLS FOR PRESENTATION AT THE NATIONAL TEACHERS' AWARD DURING THE WORLD TEACHERS DAY	BM 1'S OFFICE (JSS)	REPRESENTED THE BOARD AS A MEMBER IN A STANDING COMMITTEE ON TEACHERS SUNDARY AWRDS SET UP BY THE EDUCATION SECRETARIAT. THE COMMITTEE WAS CHARGED WITH THE RESPONSIBILITY OF SELECTING THE BEST TEACHERS, SCHOOL ADMINISTRATORS AND SCHOLS AT THE PRY , JSS & SENIOR SEC. SCHOOLS IN THE FCT. AFTER THE EXTENSIVE SCREENINGS THAT TOOK PLACE AT THE SCHOOL, ZONAL & STATE /FCT LEVELS, NINE NOMINEES WERE SELECTED AND THEIR NAMES SENT TO FED. MIN OF EDUCATION, OUT OF THIS NUMBER, 6 EMERGED VICTORIOUS AND WERE HONOURED DURING THE WORLD TEACHERS CELEBRATION HELD ON THE 5TH OF OCT. 2010 IN ABUJA	NONE	IT IS A WORTHY EXERCISE THAT WILL ENCOURAGE OR PUSH TEACHERS TO WORK HARDER AND GET PART OF THEIR REWARD ON EARTH

	FOLLOW UP OF 3RD TERM ROUTINE MONITORING ANF EVALUATON EXERCISE	BM 1'S OFFICE (JSS)	CARRIED OUT A FOLLOWING OF THE THIRD TERM 2010/2011 ROUTINE MONITORING AND EVALUATION EXERCISE IN 7 UBE SCHOOLS IN ABAJI, IN COLLABORATION WITH OFFICIALS FROM UBEC	MONITORING VEHICLES ARE NOT AVAILABLE	SUCH VEHICLES SHOULD BE MADE AVAILABLE TO MAKE THE WORK EASIER, SMOOTHER AND MORE EFFECTIVE
	MONITORING AND EVALUATION EXERCISE	BM 1'S OFFICE (JSS)	SUCCESSFULLY CARRIED OUT 1 ST TERM 2010/2011 SESSION ROUTINE MONITORING AND EVALUATION EXERCISE OF 33 (25 PRIMARIES & 8 JSS) UBE SCHOOLS IN THE 6 LEAS OF FCT, IN CONJUNCTION WITH OFFICIALS FROM THE UNIVERSAL BASIC EDUCATION COMMISSION	INADEQUATE MONITORING VEHICLES AND NON AVAILABILITY OF FUND FOR FUELING THE VEHICLES AT THE TIME OF MONITORING.	MONITORING VEHICLES AND FUNDS SHOULD BE MADE AVAILABLE AT THE TIME OF MONITORING

BM 1'S OFFICE (NGO JSS)

1	CHINESE SPRING FESTIVAL	NGO UNIT (JSS)	FULL ATTENDANCE OF IGNITARIES AND STUDENTS ACTIVE PARTICIPATION FROM SCHOOL & CHINESE EMBASSY	LATE RELEASE OF FUNDS	TIMELY PROVISION OF FUNDS
2	MONITORING OF SAGE ACTIVITIES IN SCHOOLS	NGO UNIT (JSS)	NOT QUITE WAS ACHIEVED HERE	LATE RELEASE OF FUNDS AND MEANS OF MOBILITY	AVAILABILITY OF MOBILITY AND FUNDS
3	FCT SAGE COMPETITION	NGO UNIT (JSS)	NOT QUITE WAS ACHIEVED HERE AS MANY SCHOOLS COULD NOT PARTICIPATE.	POOR RESPONSE FROM SAGE TEAMS. LACK OF INTEREST IN THE PROGRAMME BY SCHOOL HEADS	NEED FOR MORE SENSITISATION
4	RE- COMMISSIONING OF THE CHINESE CENTRE AT JSS II	NGO UNIT (JSS)	FULL ATTENDANCE AND PARTICIPATION. GOOD SUPPORT FROM THE BOARD & CHINESE EMBASSY		ENCOURAGE EFFECTIVE UTILISATION OF THE CENTRE
5	NATIONAL SAGE COMPETITION AT ENUGU	NGO UNIT (JSS)	FCT UBEB SCHOL CAME 2ND NATIONALLY		GIVE MORE SUPPORT TO THE TEAM

6	SAGE WORLD CUP IN BRAZIL	NGO UNIT (JSS)	THE BOARD WAS ABLY REPRESENTED BY JSS JIKWOYI. GLOBALNETWORKING AMONG THE SCHOOLS. MANY AWARDS WON BY THE JIKWOYI TEAM. MORE EXPERIENCE GAINED	NEED TO LOOK INTO MULTIMEDIA EFFECT OF THE TEAM. NO NEW UNIFORM FOR THE TEAM	GIVE MORE SUPPORT TO THE TEAM
7	SAGE WORKSHOP FOR ADVISORS AND PRINCIPALS	NGO UNIT (JSS)	EXCELLENT ATTENDANCE. OFFICERS WERE TAUGHT ON THE WORKINGS OF THE SAGE PROBLEMS	DELAY IN THE RELEASE OF FUNDS	FUNDS SHOULD BE RELEASED ON TIME
BM 1'S OFFICE (EXAM)					
	EXAMINATION	SCHOOL SERVICES (BOARD MEMBER 1 OFFICE). EXAMINATION SECTION	RESUMPTION MONITORING 1ST TERM EXAMINATION: MONITORING UNIFORM TIME TABLE IN THE ONE HUNDRED AND THREE JUNIOR SECONDARY SCHOOLS IN THE FCT. 2ND TERM EXAMINATION MONITORING UNIFORM TIME TABLE SAME AS ABOVE	VEHICLES TO APPROPRIATE THE WORK	
		CONTINUOUS ASSESSMENT SCORES	PREPARATION FOR JSS/PRY TRAINERS WORKSHOP ON UNIFORM STANDARD FOR CONTINUOUS ASSESSMENT SCORES FOR ALL THE FCT SCHOOLS IN ABUJA	**	
		EXAMINATION	SUGGESTIONS TO IMPROVE THE STANDARD OF EDUCATION IN OUR FCT J.S. SCHOOLS HAS BEEN APPROVED BY THE CHAIRMAN OF THE UBE BOARD		

		UNITY SCHOOL COMMON ENTRANCE	COMMON ENTRANCE INTO UNITY SCHOOLS WAS MONITORED SUCCESSFULLY IN ALL THE SIX AREA COUNCILS. THERE IS THE ON-LINE REGISTRATION OF THE JSCE STUDENT IN ORDER TO JOIN THE GLOBAL WORLD		
BM 1'S OFFICE (FRENCH)					
	FRENCH PEDAGOGICAL WORKSHOP	FRENCH LANGUAGE	LEARNING COMMUNICATIVE METHOD S IN PRACTICE	LACK OF FUNDS	FUNDS SHOULD BE ALLOCATED
	MONTHLY MEETINGS	FRENCH LANGUAGE	GENERAL DISCUSSIONS ON FRENCH MATTERS AS THEY AFFECT TEACHING OF FRENCH LANGUAGE	LACK OF FUNDS AND POOR ATTENDANCE	FUNDS SHOULD BE RELEASED AND FRENCH TEACHERS SHOULD BE ALLOWED TO ATTEND.
	FRENCH WORKSHOP	FRENCH LANGUAGE	LEARNING COMMUNICATIVE METHODS	LACK OF FUNDS	FUNDS SHOULD BE ASSIGNED
			CO-CURRICULAR UNIT, BM 1 OFFICE 2010		
		CO-CURRICULAR UNIT BM 1 OFFICE	1. SCHOOLS INTER- HOUSE SPORTS COMPETITION. THE UNIT REPRESENTED THE BOARD AT VARIOUS SCHOOLS THAT ORGANISED THE COMPETITION.	NEED FOR THE BM 1 OFFICE BE PROVIDED WITH A VEHICLE TO FACILITATE THE EXECUTION OF IT'S ACTIVITIES	THE UNIT BE PROVIDED WITH A VEHICLE AND MORE STAFF
			2. SPECIAL DAY CELEBRATION . THE UNIT WAS INVOLVED IN THE SELECTION OF PUPILS AND STUDENTS WHO PARTICIPATED IN THE CHILDREN'S DAY ACTIVITIES ETC	MORE STAFF BE POSTED TO THE UNIT	
			3. CALISTHENICSPROGRAMME. THE UNIT CO-ORDINATED THE PARTICIPATION OF 7 JSS AND 1 PRY SCHOOL FOR THE CALISTHENIC ACTIVITIES TOWARDS NIG AT 50 PROGRAMME.		

ANNUAL REPORT ON THE ACTIVITIES OF THE SERVICOM IN THE FCT UNIVERSAL BASIC EDUCATION BOARD LEAs, DECEMBER 2010

INTRODUCTION

STRUCTURE OF THE
SERVICOM UNIT

ACTIVITIES CARRIED OUT

ALMOST

<p>FCT UBEB IS ONE OF THE PARASTALS IN FCTA IN CHARGE OF ECC CENTRES, PUBLIC PRIMARY & JUNIOR SECONDARY SCHOOLS. TO ENSURE EFFICIENT SERVICE DELIVERY, THE BOARD SERVICOM OFFERS NAMELY: A. NODAL OFFICER. B. SERVICE IMPROVEMENT DESK OFFICER. C CITIZEN RELATION DESK OFFICER. MORE SO, AT LEAs THER EXIST: A FOCAL OFFICER. B. CUSTOMER RELATION OFFICER. IN OTHER TO HAVE A SMOOTH AND EFFICIENT FUNCTIONING OF SERVICE AS WELL AS PERIODIC PUBLICATION OF FEEDBACK ON SERVICE DELIVERY. FURTHERMORE, THE SERVICOM OFFICERS AT THE BOARD MANDATED THE SERVICOM OFFICERS AT LEAs TO SENSITISE THE SCHOOLS AND APPOINT A DESK OFFICER AT SCHOOL LEVEL WHO WILL COORDINATE SERVICOM ACTIVITIES IN SCHOOLS.</p>	<p>SERVICOM DESK: -CO ORDINATE THE OPERATION OF THE BOARD'S SERVICOM CHARTER. MONITORS AND REPORTS PROGRESS AND PERFORMANCE UNDER SERVICOM OBLIGATION - ATTEND ALL SERVICOM MEETINGS AND CONFERENCES. - LIAISES WITH OTHER AGENCIES FOR IMPROVEMENT OF SERVICEE DELIVERY</p>	<p>HELD A BRIEF MEETING WITH THE FOCAL OFFICERS AT THE LEAs ON THE PROGRESS MADE SO FAR FOR EFFICIENT SERVICE DELIVERY. - THE SERVICE IMPROVEMENT OFFICER PARTICIPATED IN THE JUST CONCLUDED FCT STRATEGIC EDUCATION SECTOR PLAN. - CITIZEN RELATION OFFICER PARTICIPATED IN THE MONITORING OF JSSE IN ALL THE SCHOOL. - ALL THE PRIMARY SCHOOLS HAVE BEEN SENSITISED BY THE SERVICOM OFFICERS AT THE LEAs AND THE LIST OF DESK OFFICERS AT SCHOOL LEVELS HAVE BEEN SUBMITTED TO THE BOARD SERVICOM DESK. - IN LEA MUNICIPAL, THE SERVICOM UNIT COORDINATE THE MDG WORKSHOP AND 425 TEACHERS WERE IN ATTENDANCE. ALSO, SOME SCHOOLS HAVE DIRECTIONAL SIGN AND LAND SCAPE SUCH AS NYANYA II, GWARINPA ESTATE etc BY SERVICOM UNIT. MORE SO SUGGESTION / COMPLAINT BOXES HAVE BEEN PRODUCED. THE FOCAL OFFICER AT THE LEA MUNICIPAL WENT FOR INSPECTION OF SCHOOLS ON THEIR RESUMPTION. - AT LEA BWARI, THE SERVICOM OFFICERS SENSITIZED THE LEA STAFF AND THAT OF THE AREA OFFICER. ALSO, THE UNIT MOBILISED PRS SECTION TO MAKE ORGANISATIONAL CHART AND MONITOR THE OPEN REGISTRY AND PSS TO ENSURE EFFECTIVENESS AND PROMPT RESPONSE TO THE FILES AND SUPERVISION OF SCHOOLS. - AT LEA ABAJI, THE FOCAL OFFICER CONDUCTED DEPARTMENTAL CHECKING/SUPERVISION TO ENSURE</p>	<p>ALMOST ALL THE LEAs COMPLAINED OF LACK OF OFFICIAL VEHICLE TO GO ROUND THE SCHOOLS. LACK OF OFFICE ACCOMODATION FOR SERVICOM UNIT BOTH AT THE BOARD AND LEAs.</p>
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QUALITY SERVICE DELIVERY AND INSPECTION OF SCHOOLS WITH THE SCHOOL DESK OFFICERS. - AT LEA KWAIL, SENSITIZATION AND SUPERVISION OF SCHOOLS FOR EFFICIENT SERVICE DELIVERY WAS CARRIED OUT.

PARENT TEACHERS' ASSOCIATION

INTRODUCTION	ACHIEVEMENT/ ACTIVITIES CARRIED OUT IN 2010	CONSTRAINTS AND CHALLENGES	RECOMMENDATIONS	
PTA DESK (BOARD MEMBER 1) ADVISE JSS PTA ON THE AMOUNT OF PTA LEVY AND SPECIAL PROJECT TO BE COLLECTED	ATTEND JSS PTA MEETINGS. ACQUAINTS THE JSS PTA OF THE BOARD AND NATIONAL PTA STAND ON SPECIAL PROJECT CHARGES ON THE STUDENTS OR PARENTS. COLLECTION OF PTA LEVY FROM THE JSS PRINCIPAL FOR THE NATIONAL PTA. GIVING APPROVAL ON BEHALF OF THE NATIONAL PTA CHAIRMAN TO THE SCHOOLS, ON REQUEST FOR COLLECTION OF SPECIAL CHARGES	TRANSPORTATION TO ATTEND SCHOOLS PTA MEETINGS. NON PAYMENT OF NPTA BY SOME SCHOOLS, ESPECIALLY THOSE IN THE RURAL AREAS	ADEQUATE TRANSPORTATION SHOULD BE PROVIDED OR MEANS OF TRANSPORTATION TO ATTEND JSS PTA MEETINGS BY THE BOARD REPRESENTATIVE. RURAL AREAS SCHOOLS SHOULD BE REDUCED TO THE MINIMUM, OR AT NO COST ALL. THIS WILL MOTIVATE THE PARENTS TO RELEASE THEIR CHILDREN TO GO TO SCHOOL.	

F.C.T. UNIVERSAL BASIC EDUCATION BOARD, ABUJA,

ACTIVITIES CARRIED OUT IN SCHOOL SERVICES DEPARTMENT IN 2010

INTRODUCTION FUNCTIONS	ACTIVITIES	STRUCTURE	ACHIEVEMENTS	CONSTRAINTS/ CHALLENGES	REMARK
<p>Schools Services Department is one of the Departments in the Board that over sees the general administration of curriculum and Extra Curriculum activities in FCT Primary Schools.</p> <p>The Department functions in the following capacity; - Ensure effective and prompt use of all instructional material distributed to schools.</p> <p>- It ensures prompt implementation of 9-year Basic Education Curriculum in FCT Schools.</p> <p>-Coordinates all internal and External Seminars and Training</p>	<p>Represented the Board at a one day sensitization workshop on the activities of Teachers investigation panel (TIIP), organized for school heads and stake holders in Education by TIP FCT, in conjunction with Education Secretaries.</p>	<p>Schools Services Department has four Section namely:</p> <ul style="list-style-type: none"> - Curriculum Development - Special Needs Education - Support Services - Nomadic Education 	<ul style="list-style-type: none"> - the Department has effectively monitored the use of all instructional materials distributed to schools, thereby enhancing quality teaching and learning in FCT Schools - A total of 6496 teachers were trained in various aspects of 9- years Basic Education Curriculum, and 437 Head teachers were also trained in various areas which in turn improved 	<ul style="list-style-type: none"> - Inadequate vehicles to monitor the Schools - Inadequate teaching staff in the following subject Area; creative Arts, Agricultural Science, Religion studies, Home Economics, Guidance and counseling, Science, Mathematics, English etc. 	

<p>workshops as may be directed by the Board</p> <p>-Monitors all the primary Schools as per teaching and learning for both teaching and non teaching staff.</p>			<p>their productivity.</p> <p>- Routine monitoring Exercise for the Department was carried out in 116 Schools. During the exercise lapses observed in some Schools visited were corrected</p> <p>- Mobil/STAN National Science fair and Quiz competition was organized by STAN in August 2010, AND PUPILS FROM SPS Bwari came 1st in project Exhibition and LEA Byazhin came 1st in mathematics-At FCT level, Agency for Science and Tech organized Science Fair Competition in October 2010, and SPS Bwari came 1st</p>		
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			<p>Kubwa II Model 2nd while SPS G/lada 3rd position respectively.</p> <p>- Staff in the Department attended various Seminars and workshops to boast their performances.</p>		
	<p>Presented a lead paper on the topic “Factors influence the choice of career” during the career day of JSS life camp</p>				
	<p>Organized interactive session on the “institutionalization of Guidance and Counseling Services” for counselors in</p>				

	the JSS.				
	Carried our 3 rd term 2009/2010 routing monitoring exercise on 24 primary and 7 JSS under Abaji, with officials from UBEC.				
	Represented the Board in a standing committee on "Teachers" and Sundry Awards, set up by the Education secretariat. The committee is charged with the responsibility of selecting the best teacher, Administrators				

	<p>and Schools at the primary Secondary and JSS in FCT. After extensive screenings that took place at the school, zonal and state/FCT levels, nine nominees were selected and their names sent to the Federal Ministry of Education. Out of this number, 6 emerged victorious and were honored during the world Teachers day celebration held on the 5th of October, 2010 in Abuja</p>				
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	<p>Attended a capacity building workshop on Guidance and Counseling services in schools, organized by UNICEF at Sokoto Hotel, Sokoto State.</p>				
	<p>Served as secretary in the committee on the establishment of JSS at Dafara, in Kuje Area Council.</p>				
	<p>Served in the committee on the establishment of a JSS at Alu, in Abaji Area Council.</p>				

	Carried out a follow-up on the 3 rd term 2009/2010 routine monitoring in 7 UBE schools in collaboration with officials from UBEC.				
	Presently carrying out 1 st term 2010/2011 routine monitoring of 33 UBE schools in the 6 LEA's in conjunction with officials from UBEC.				

1. SPECIAL EDUCATION SECTION:

(a). GUIDANCE AND COUNSELLING UNIT.

(b). SPECIAL EDUCATION.

S/NO	ACTIVITIES	DATE
1.	Represented the Board at a one day sensitization workshop on the activities of Teachers investigation panel (TIIP), organized for school heads and stake holders in Education by TIP FCT, in conjunction with Education Secretaries.	18 th February, 2010
2.	Presented a lead paper on the topic “Factors influence the choice of career” during the career day of JSS Life Camp.	25 th May, 2010
3.	Organized interactive session on the “institutionalization of Guidance and Counseling Services” for counselors in the JSS.	1 st July, 2010
4.	Carried out 3 rd term 2009/2010 routine monitoring exercise on 24 primary and 7 JSS under Abaji, with officials from UBEC.	5 th – 20 th July, 2010

5.	Represented the Board in a standing committee on “Teachers” and Sundry Awards, set up by the Education Secretariat. The committee is charged with the responsibility of electing the best teacher, Administrators and Schools at the primary, Secondary and JSS in FCT. After extensive screenings that took place at the school, zonal and state/FCT levels, nine nominees were selected and their names sent to the Federal Ministry of Education. Out of this number, 6 emerged victorious and were honored during the World Teachers Day celebration held on the 5 th of October, 2010 in Abuja.	September, 2010
6.	Attended a capacity building workshop on Guidance and Counseling services in schools, organized by UNICEF at Sokoto Hotel, Sokoto State.	23 rd -23 rd September, 2010
7.	Served as secretary in the committee on the establishment of a JSS at Dafara, in Kuje Area Council.	25 th October, 2010
8.	Served in the committee on the establishment of a JSS at Alu, in Abaji Area Council.	27 th October, 2010
9.	Carried out a follow – up on the 3 rd term 2009/2010 routine monitoring in 7 UBE schools in collaboration with officials from UBEC.	9 th – 13 th November, 2010
10.	Presently carrying out 1 st term 2010/2011 routine monitoring of 33 UBE schools in the 6 LEA’s in conjunction with officials from UBEC.	22 nd Nov – 5 th December, 2010

(b). SPECIAL EDUCATION UNIT

S/NO	ACTIVITIES	DATE
1.	Trained 120 regular teachers on inclusive Education.	January – February, 2010
2.	Trained the teaching and non-teaching staff in the Special Schools on modern methods/techniques of educating children with Special Needs. 83 were trained.	March, 2010
3.	Monitoring of teaching and learning out comes in the Special Schools.	March – April, 2010
4.	Identification of children with Special Needs in the regular schools.	May – June, 2010
5.	Monitoring of utilization of 2008 intervention fund for children with Special Needs.	July, 2010
6.	Produced and distributed to the entire FCT Basic Schools checklist for the identification and management of children with special	August, 2010

	schools in the regular classroom.	
7.	Nominated and sponsored four teachers on an international workshop at Federal College of Education (special) Oyo.	September, 2010
8.	Represented the Board at FCT standing Committee on the prevention of Blindness in the FCT.	October, 2010
9.	Further identification of children with learning difficulties.	October, 2010
10.	Participated in Disability Right Committee meeting	November, 2010
11.	Monitored the relocation of the female pupils of Abuja School for the Deaf , Kuje to their permanent dormitory	November, 2010
12.	Monitored teaching and learning at special class, model Primary School, Garki II.	November, 2010.
13.	Monitored the state of infrastructure, teaching/learning at Abuja School for the Handicapped with chairman, secretary and some staff of PPPM Division	November, 2010

2. CURRICULUM DEVELOPMENT SECTION:

- (a). EXAMINATION UNIT.
- (b). ART AND HUMANITIES UNIT.
- (c). SCIENCE AND TECHNOLOGY UNIT.
- (d). C.R.K UNIT.
- (e). I.R.K UNIT.
- (f). CULTURAL AND CREATIVE ARTS UNIT.
- (g). SPORT UNIT.
- (h). LIBRARY UNIT.

- (a). EXAMINATION UNIT.

S/NO	ACTIVITIES	DATE
1	Monitoring of JSCE Examination.	May, 2010
2	Placement of Primary six pupils to JSS 1.	May – June, 2010
3	Monitoring of National Common Entrance Examination.	28 th August, 2010

4	Monitoring NTI/MDG teachers retraining workshop. 1,811 were trained.	September, 2010.
5.	Advocacy/sensitization visit to the six LEA's on Gender mainstreaming	2 nd – 9 th November, 2010

(b). ART AND HUMANITIES UNIT.

S/NO	ACTIVITIES	DATE
1.	Illustration workshop organized for selected primary school in AMAC LEA by the Embassy of Spain.	January, 2010.
2.	Drawing competition organized for selected primary schools in AMAC by Korea Embassy Cultural Arts.	June, 2010.

(c). SCIENCE AND TECHNOLOGY UNIT.

S/NO	ACTIVITIES	DATE
1.	Federal Ministry of Education in conjunction with FCT UBEB (Science & Tech. Unit) organized and participated in the 2010 Commonwealth Day Celebration with the Theme 'Science, Technology and Society'.	8 th Feb – 8 th March, 2010
2.	Pre-Junior Engineers, Technicians and Scientists (JETS) National States Coordinators, Science and Mathematics teachers' workshop organize by JETS National held at Lokoja, Kogi state.	18 th – 24 th March, 2010.
3.	Training of 12 Science Teachers on subjects panel workshop organize by STAN to update teachers on the current trends in teaching Mathematics and Basic Science held at Taraba, Kogi, Ogun, Nasarawa States respectively.	16 th April – 1 st May, 2010
4.	FCT EBEB pre-project exhibition which aim is to promote science and technology and the culture of "Catch Them Young" in FCT Schools organized by the Science and Technology unit held at JSS Garki.	6 th May, 2010.
5.	FCT UBEB schools on invitation participated in the Science fair organized by the management of NTA/GTV Tag-Expo 2010 with the National Theme: "Science and Technology education as a Basic for National transformation."	24 th – 27 th May, 2010.
6.	Science and Technology unit of FCT UBEB organized schools Zonal Mathematics and Basic competition held in the six Area Councils, for talents hunt of young scientists from the grassroots.	3 rd – 5 June, 2010.
7.	The FCT Minister honoured 4 students and 3 officials from FCT UBEB for their outstanding	16 th June, 2010

	performance at the International Exhibition of young inventors at Taiwan 2008, as Best invention country. He awarded scholarship to students, and promotion for officials.	
8	Distribution of Special package of science equipment, supplied by the Federal Government through UBEC to FCT UBEB for 7 schools	5 th August, 2010
9.	Mobil/STAN National Science fair and Quiz Competition organized by STAN, FCT UBEB on invitation participated actively with SPS Bwari emerging 1 st position in the project exhibition (Primary category) and LEA Byazhin came 1 st position in Mathematics written (Primary category).	23 rd – 28 th August, 2010
10.	Training workshop of 5 Science teachers on the methodology of teaching Mathematics, organized by Mathematics Association of Nigeria (MAN) held at Lafia Nasarawa.	29 th August, 2010
11.	Monitoring of Basic Science and technology, equipments distributed to 31 JSS and 37 primary schools across the six Area Council,	13 th – 17 th September, 2010
12.	NTA with FCT UBEB (Science and Tec. Unit) made an on the spot assessment of Laboratory and Science equipment in some FCT schools.	4 th – 6 th October, 2010
13.	FCT Agency for Science and Tech. in collaboration with FCTA Education Dept, organized FCT Science Fair Competition, FCT UBEB schools on invitation, participated actively with JSS Zuba emerging 1 st , Pyakasa 2 nd and JSS Orozo 3 rd for JSS category while SPS Bwari 1 st position, Kubwa II model 2 nd and SPS G/Lada 3 rd position respectively	20 th – 22 nd October, 2010
14.	Distribution of Basic Science and Technology equipment supplied to FCT UBEB, for FCT schools. 44 Basic Science equipments and 18 Technology equipments.	10 th Sept – Till date

(d). C.R.K UNIT

S/NO	ACTIVITIES	DATE
1.	Communicating with LEA Secretaries on CRK teachers and supervisor/inspectors problems.	January – June, 2010
2.	Writing circulars to LEAs secretaries concerning conference, workshop, meeting of CRK teachers.	January – June, 2010
3.	Monitoring of CRK teachers activities in the schools.	Feb-March, 2010
4.	Communicating with the CRK inspectors/supervisors in the LEAs concerning Annual National Association of Christian Religious Educators of Nigeria (NACREN) workshop/conference.	March, 2010
5.	Attending annual conference at Ilorin together with 6 teachers. Sponsored by the board.	6 th – 10 th April, 2010.
6.	Advocacy/sensitization visit to the six LEA's on coender mainstreaming.	2nd – 9 th November, 2010

(e). IRK UNIT.

S/NO	ACTIVITIE	DATE
1.	Monitoring of IRK teachers activities in school.	January – March, 2010
2	Liasing with the LEA secretaries on IRK teacher and supervisor/inspectors problems.	March, 2010
3.	Attended workshops and meeting concerning IRK within Abuja and Sokoto.	June, 2010.
4.	Communicating with the LEA IRK inspectors concerning National Association of IRK Education Annual Conference workshops and meeting concerning IRK activities generally for improvement of IRK.	
4.	Writing circulars to LEAs secretaries concerning conference, workshop, meeting of CRK teachers.	June, 2010
6.	Attended Quranic/Islamic Quiz competitions at central mosque, Abuja.	12 th – 18 th August, 2010

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(f). CULTURAL AND CREATIVE ARTS UNIT.

S/NO	ACTIVITIES	DATE
1.	Republic of Korea Arts Exhibitions and Competition to mark their 30 th Anniversary relationship with Federal Republic of Nigeria. 20 primary schools were selected with 200 drawing submissions. The first-Tenth positions went to public schools.	29 th June, 2010
2.	Adolescent Care Support and Empowerment Initiative (ACSEI) An NGO, organised Arts competitions and Exhibition Amongst Youths in marking Nigeria 50 th Independence anniversary. Theme “Rebranding Nigeria and showcasing potentials of the Nigerian child/youths between the ages of 10 and 24.	
2.	Esprel Global Entertainment Organisation has requested for the Attendance of primary and Junior Secondary Schools in FCT to the Children Educative Fun Fair to commemorate Nigeria 50 years independence anniversary.	24 th – 25 th September, 2010.
3.	Federal Ministry of Tourism, Culture and National Orientation (National Gallery of Art) invited our pupils/youths for the 3 rd	19 th October, 2010.

	National Visual Art Competition.	
4.	UNESCO. World Heritage Education Programme patrimoinito International Storyboard Competition	2010 -2011

(g). SPORTS UNIT.

S/NO	ACTIVITIE	DATE
1	School inter-house sport competition.	Jan-March, 2010
2	Emerge game 2009.	June, 2010
3	Training of management staff of UBE Board on Family Life HIV Education (FLHE) curriculum.	July, 2010
4.	Evaluation of sports and Health activities	August, 2010.

(h). LIBRARY UNIT

S/NO	ACTIVITIES	DATE
1	Binding serials acquired by the unit from January 2006 to December, 2008.	January, 2010
2	Acquisition of serials of different titles January 2010 to date.	January to date

3	Indexing of newspaper of different titles fro January – December, 2009	January – March, 2010
4	Coordinated Early Reading Initiatives for librarians and primary 1-4 English teachers in our public schools.	10 th – 14 th May, 2010.
5	Carried out in house training in 20 selected schools of both Gwagwalada and Kwali LEA.	June – July, 2010
6	Coordinated the participation of pupils and students of some selected school in a read campaign programme organize by the NLA.	July, 2010.

3. NOMADIC EDUCATION SECTION:

- (a). NOMADIC UNIT
- (b). HIV/AIDS.

(a). **NOMADIC UNIT.**

S/NO	ACTIVITIES	DATE
1	Meeting of the ministerial committee on the Flight of Norucds, Nomadic Education and the FCT grazing reserves.	24 th January, 2010 3 rd February, 2010 24 th February, 2010
2	Visitation of the committee to Paikon-Koro grazing reserves in Gwagwalada Area Council.	10 th February, 2010.
3	Visitation to Kawu Grazing Reserve in Bwari Area Council.	11 th February, 2010
4	Visitation to Rubochi-Kwaku grazing reserves in Kuje Area Council.	3 rd March, 2010.
5	Visitation to Wasa, Karshi grazing reserves in AMAC.	4 th March, 2010.
6	Commissioning of Dr. Jessy Gwandi project in Nomadic primary school, Lugbe.	23 rd June, 2010.
7	Relocation of Nomadic primary school, City Gate to Junior Secondary School, Durumi.	2010.
8.	Visit to Nomadic Community on establishment of Nomadic primary school, Kwaita Tsohon.	2 nd November, 2010
9.	Meeting with stakeholders of Nomadic Education.	8 th – 16 th November, 2010

(b). HIV/AIDS UNIT

S/NO	ACTIVITIES	DATE
1	FME/UNICEF coordinating meeting with SOME/SUBEB HIV/AIDS Desk officers in Access Hotel, Kaduna	11 th – 15 th January, 2010.
2	Monitoring of 10 days step down training on FLHE at JSS Durumi.	June, 2010.
3.	Rapid assessment of OVC in primary and Secondary schools in AMAC by Family Health International in collaboration with Global HIV/AIDS Initiative Nigeria	8 th – 11 th June, 2010
4.	Follow up to ascertain the implementation of FLHE curriculum in 18 JSS.	5 th 12 July, 2010.
5.	NIEPA/UNICEF study on teachers Education preparation in Response to HIV/AIDS Education and Emerging health issues.	15 th – 14 th July, 2010.
4	Stakeholders meeting on GOAL PROJECT at Crystal Hotel, Abuja.	15 th September, 2010.
7.	Seminar oh Healthy Living for staff UBEB, H/Q by Edmark International.	6 th October, 2010
9.	Peer education training for Junior Secondary School	19 th – 20 th October, 2010

	students.	
8.	Monitoring FCHE training at JSS Jabi.	27 th – 8 th October, 2010

4. SUPPORT SERVICES:

(a). TRAINING UNIT.

(b). PRIVATE PARTNERSHIP UNIT

(a). TRAINING UNIT

S/NO	ACTIVITIES	DATE	NUMBER TRAINED
1.	ECCDE care givers.	1 st – 6 th March, 2010	156
2.	ECCDE Headteachers	8 th – 13 th March, 2010	52
3.	Primary Schools Teachers	11 th – 13 th March, 2010	1,968
4.	Primary school head teachers	8 th – 10 th March, 2010	175
5.	Junior Secondary School teachers	1 st – 3 rd March, 2010.	1,250
6.	Junior Secondary school principals and V.Ps.	4 th – 6 th March, 2010	150
7.	3 rd and 4 th Quarter 2008 training		
8.	ECCDE care givers.	19 th – 21 st April, 2010	104

9.	ECCDE head teachers	26 th – 28 th April, 2010.	104
10.	Primary school teachers	19 th -21 st April, 2010	1,482
11.	Primary school Head teachers.	3 rd – 12 th April, 2010	106
12.	Junior Secondary school teachers	10 th – 12 th April, 2010	572
13.	Junior Secondary school principal and V.Ps.	3 rd – 12 th April, 2010.	79
14.	Gaining mastery of teaching some difficult concepts in English language and Mathematics organized by ERC.	2 nd – 5 th August, 2010	892
15.	MDGs/NTI teachers Re-training programme on the four core subjects.	2 nd – 8 th September, 2010.	1,842

(b). **PRIVATE PARTNERSHIP UNIT.**

S/NO	ACTIVITY	DATE
1.	Environmental awareness campaign to all the schools in the FCT. By Global Network on Environmental Awareness and Protection Initiatives (GNEAPI) a non governmental dedicated to Environment protection and awareness.	June – July, 2010
2.	Seminar/workshop entitled. “The role of teachers in Environmental management in Nigeria’, organized for	

	teachers and school heads of both private and public primary schools. By an NGO “Association for Waste Recovery and Renewable Energy.”	August, 2010
3.	Seminar on Guideline for the Establishment of SBMC at Hamdala Hotel. Kaduna.	October, 2010.