

CALENDAR FOR TRANSMISSION OF PERIODIC DOCUMENTS, 2023-2024 SCHOOL YEAR

AUGUST 2023

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Annual report of consultations and School Guidance Counselling	01	DRES	ICG/OVS	16 August 2023
02	Three (03) hard copies and one (01) soft copy of temporary lists for classes involved in Probatoire, GCE, Baccalaureat examinations and the competitive entrance into 2 ^{nde} of technical schools, after results.	04	DRES	IGS, DRFM, DESG, DESTP	25 August 2023



SEPTEMBER 2023

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	State of computer halls	03	DRES	IGE, IC/INFO, DPPC	15 Sept. 2023
02	State of Multimedia Resource Centres	04	DRES	IGE, IC/INFO, DRFM, DPPC	15 Sept. 2023
03	Application for a registration number in the national register	03	DRES	DESG, DESTP, DEN	19 Sept 2023
04	Application for school code	06	DRES	DECC, DESG, DESTP, DEN, OBC, GCE-Board	19 Sept. 2023
05	Schemes of work	01	DRES	IGE	22 Sept 2023
06	Detailed budget plan for health activities	04	DRES/IMS, SENAT	SG, DOVAS, DRFM, ICG/OVS	22 Sept 2023
07	Cation plan and programme of activities	06	DRES, SENAT	SG, IGE, DESG, DESTP, DEN, IGS	22 Sept 2023
08	Report of the permanent committee for recruitment	04	DRES	SG, DESG, DESTP, IGS	26 Sept 2023
09	Reports of the previous end of year and the beginning of this year PTA meetings.	02	DRES, SENAT	IGS, DOVAS	26 Sept 2023



SEPTEMBER 2023 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
10	Reports on the elections of PTA executives	02	DRES	IGS, DOVAS,	26 Sept 2023
11	Reports of school council meetings with approved budget plans and school projects attached.	07	DRES, SENAT	IGS, DRFM, DESG, DESTP, DEN, DPPC, ICG/OVS,	26 Sept 2023
12	Report on health activities in school (systematic health check for students, consultation and medical care of sick cases, hygiene and sanitation control), list of school personnel and number of operational infirmaries.	05	DRES/IMS	DESG, DESTP, DEN, DOVAS, ICG/OVS	26 Sept 2023
13	Report on the teaching of family life education as concerns population and HIV	04	DRES, SENAT	IGE DOVAS, ICG/OVS, ICG	26 Sept 2023
14	Report on monitoring the traceability and quick processing and submission of files	02	DRES	IGS, DRH,	26 Sept 2023
15	Report on monitoring punctuality and regular attendance of personnel	02	DRES	IGS, DRH,	26 Sept 2023
16	Report on the general assemblies of personnels (1 st term 2023/2024)	03	DRES, SENAT	IGS, DESG, DESTP, DEN	26 Sept 2023
17	Internal rules and regulations in schools	04	DRES, SENAT	IGS, DESG, DESTP, ICG/OVS, DAJ	26 Sept 2023
18	Lists of students admitted in Form 1 and 6 ^{ème} of the special bilingual classes	02	DRES	IGE, ICB/BIL	26 Sept 2023



OCTOBER 2023

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Budget of schemes of work for computer science in each school with respect to the format that the IP-INFO developed and the IGS approved.	03	DRES	IGS, IGE, ICG/INFO	06 Oct. 2023
02	Annals of sector-based meetings after schools reopening	07	DRES	SG, IGS, IGE, DRH, DESG, DESTP, DEN	06 Oct. 2023
03	Lists of projects completed in the Region	05	DRES	DRFM, DESG, DESTP, DPPC, DEN	06 Oct. 2023
04	Report on the monitoring and review of projects funded by PTA and other partners	05	DRES	DRFM, DPPC, DESG, DESTP, IGS	06 Oct. 2023
05	Report on the monitoring and review of projects funded by the Public Investment Budget	06	DRES	DRFM, DPPC, DESG, DESTP, DEN, IGS	06 Oct. 2023
06	Report on the organisation and course of teachers internships in companies	05	DRES	IGE, DPPC, ICG/TI, ICG/STT, ICG/EN	06 Oct. 2023
07	Report on the resumption of School Orientation activities	03	DRES	DOVAS	06 Oct. 2023
08	Summary of reports on school insurance (signing of school insurance convention - signing, renewal, implementation of convention on services etc...)	04	DRES	IGS, DOVAS, DAJ, DRFM	10 Oct. 2023
09	Projects on the appointment of Pedagogic Animators	02	DRES	IGE, DRH,	13 Oct. 2023



OCTOBER 2023 (Continues)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
10	Lists of private schools operating without an authorisation	06	DRES, SENAT	IGE, DESG, DESTP, DRH, DEN, BNCEPES	20 Oct. 2023
11	Hard and soft copies of official lists of students covered by school insurance	03	DRES, SENAT	IGS DOVAS, ICG/OVS	20 Oct. 2023
12	- Lists of students with disabilities or social challenges, considering the handicap, - Lists of displaced and refugee students.	08	DRES	DOVAS, DECC, OBC, GCE-Board, DESG, DESTP, ICG/OVS, DPPC	20 Oct. 2023
13	Lists of operating schools	16	DRES, SENAT	IGE, DESG, DESTP, DRH, DECC, DEN, DPPC, 09 ICG	20 Oct. 2023
14	Report on the elections and organisation of the executive office of the School Cooperative	05	DRES, SENAT	DESG, DESTP, DEN, DOVAS, ICG/OVS	20 Oct. 2023
15	Report of 2023/2024 school reopening	04	DRES, SENAT	SG, DESG, DESTP, DEN	20 Oct. 2023
16	Summary report of budget monitoring	03	DRES	DRFM, DPPC, IGS	20 Oct. 2023
17	Summary report of budget monitoring (expenses in government schools) per school types/ (General, Technical and Vocational, and Teacher Training)	06	DRES	DRFM, DPPC, DESG, DESTP, IGS, DEN	20 Oct. 2023
18	Report on the functioning of school cooperatives	05	DRES, SENAT	DESG, DESTP, DEN, DOVAS, ICG/OVS	20 Oct. 2023



OCTOBER 2023 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
19	Map presenting pending or completed projects, and incubators for micro-enterprises in secondary schools	05	DRES	DRFM, DPPC, DESG, DESTP, IGS	20 Oct. 2023
20	Telephone directory of officials in Regional Delegations, Divisional Delegations and Secondary Schools	21	DRES, SENAT	SG, IGS, IGE, Departments, Divisions, the 09 ICGs	20 Oct. 2023
21	Summary of budgets in schools considering teaching progress and departments.	05	DRES	IGS, DRFM, DESG, DESTP, DEN	20 Oct. 2023



NOVEMBER 2023

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Three (03) hard copies and one (1) soft copy of final lists	04	DRES	IGS, DRFM, DESG, DESTP, DEN	1 Nov. 2023
02	List showing experience of teachers likely to be involved in the running of official examinations	10	DRES	GE, the 09 ICGs	1 Nov. 2023
03	Statement of abandoned duties, vacant posts and personnel requirements	05	DRES	DESG, DESTP, DEN, DRH, DOVAS	03 Nov. 2023
04	Statement of needs in terms of infrastructure and equipment	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	03 Nov. 2023
05	Statistical data collection form	04	DRES, SENAT	DESG, DESTP, DPPC, DEN	29 Nov. 2023
06	Lists of Guidance Counsellors, Physical Education teachers and officials of youth and animation on duty, and staff requirements per category in each school	06	DRES, SENAT	DESG, DESTP, DEN, DRH, DOVAS, ICG/OVS	29 Nov. 2023
07	Soft copy of the lists of personnel in external services (on an Excel sheet)	06	DRES, SENAT	SG, IGE, DESG, DESTP, DEN, DRH, DOVAS, DPPC	29 Nov. 2023
08	Report on the state of suggestions for official examinations question papers	10	DRES	IGE and the 09 ICGs	29 Nov. 2023
09	Report on the state of sport infrastructure in schools (Government and private) and the situation of didactic material	05	DRES, SENAT	DRH, DOVAS, DRFM, DPPC, ICG/OVS	29 Nov. 2023

NOVEMBER 2023 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
10	Report on the celebration of the International Teachers Day (05 October 2023)	02	DRES	IGE, DRH,	29 Nov. 2023
11	State of schools and updated lists of teaching and administrative personnel	06	DRES	IGE, DESG, DEN, DESTP, DRH DPPC	29 Nov. 2023
12	Report on the celebration of the National Day for the Promotion of Didactic Material made out of local and/or recycled material (06 October 2023)	03	DRES	IGE, DRH, DEN	29 Nov. 2023



DECEMBER 2023

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Report on the celebration of the National Day for Guidance Counselling in School (20 October 2023)	03	DRES	ICG/OVS, DOVAS	05 Dec. 2023
02	Report on the management of the budget for schemes in Computer Science for per school	03	DRES	IGS, IGE, ICG/INFO	05 Dec. 2023
03	Report on the celebration of the World Philosophy Day (16 November 2023)	02	DRES	IGE, ICG/SH	05 Dec. 2023
04	Report on monitoring the traceability and quick processing and submission of files	02	DRES	SG, IGS	05 Dec. 2023
05	Report on monitoring punctuality and regular attendance of personnel	02	DRES	SG, DRH	05 Dec. 2023
06	Report on the monitoring and evaluation of accessibility to explicit education in technical schools /Science and Technology of the tertiary (STT)	02	DRES	IGE, ICG/STT	05 Dec. 2023
07	Report on the implementation of reviewed programmes for Science and Technology of the Tertiary	02	DRES	IGE, ICG/STT	05 Dec. 2023
08	Report on the strategies to fight against indiscipline and drug consumption in schools	03	DRES	IGS, ICG/OVS, DOVAS	12 Dec. 2023
09	Health status in schools per term and measures taken	03	DRES	IGS, ICG/OVS, DOVAS	12 Dec. 2023



DECEMBER 2023 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
10	Report on the completion of works and equipment	03	DRES	DRFM, DPPC, IGS	12 Dec. 2023
11	Report on the creation, putting in place and running of the club "Promotion de la paix et du multiculturalisme" (Promoting Peace and Multiculturalisme)	02	DRES	ICG/OVS, DOVAS	12 Dec. 2023
12	Lists of pedagogic animators per schools	10	DRES	IGE, the 09 ICGs	12 Dec. 2023
13	Progress of the registration file for the sites of Government schools	07	DRES	SG, DESG, DESTP, DRFM, DEN, DPPC, DAJ	19 Dec. 2023
14	Directory of regional statistical data	06	DRES, SENAT	IGS, DESG, DESTP, DEN, DPPC, DOVAS	19 Dec. 2023
15	Summary of statistics for the end of first term 2023/2024	13	DRES	IGE, DESG, DESTP, DEN and 09 ICGs	19 Dec. 2023
16	Summary of fees payment through partner operators	03	DRES	IGS, DRFFM, DAJ	19 Dec. 2023



JANUARY 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Report on the functioning of libraries, computer halls, multimedia resource centres (CRM), laboratories and workshops for the first term 2023/2024	03	DRES	IGE, ICG/OVS, ICG/INFO	12 Jan. 2024
02	Reports of Regional Inspectorates in collaboration with MINESEP Regional Delegation , on coded inspections as well as the coverage rate of programmes and Physical Education teaching contents for first term 2023/2024	04	DRES, SENAT	IGE, DRH, DOVAS, ICG/OVS	12 Jan. 2024
03	First term report on consultations in School Guidance Counselling	01	DRES	ICG/OVS	12 Jan. 2024
04	Regional FENASCO action plan (state of registrations and athletes with licenses)	02	DRES, SENAT	DOVAS, ICG/OVS	12 Jan. 2024
05	Reports on end of 2022/2023 first term disciplinary councils	04	DRES, SENAT	DESG, DESTP, DEN, ICG/OVS	23 Jan. 2024
06	Report of regional committees on the classification of private schools	04	DRES, SENAT	DESG, DESTP, DEN, BNCEPES	23 Jan. 2024
07	State of projects really funded in the Regions	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	23 Jan. 2024
08	Reports on general assemblies (2 nd term 2023/2024)	03	DRES, SENAT	DESG, DESTP, DEN	23 Jan. 2024
09	Statistics of registrations for competitive and end of year official examinations	04	DRES	SG, DECC, OBC, GCE-Board	23 Jan. 2024
10	Report on the activities of ICR, IPR and Educational counsellors for the first term 2022/2023	01	DRES	IGE	23 Jan. 2024

FEBRUARY 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Draft budget per Region for competitive and certificate examinations 2024	01	DRES	DECC	13 Feb. 2024
02	Report on the award of scholarships	01	DRES	DOVAS	13 Feb. 2024



MARCH 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Transfer application files	07	DRES	IGE, DRH, DESG, DESTP, DEN, DOVAS	08 March 2024
02	Files of Partnerships and Cooperation between educational institutions and external partners (companies, organisations, associations, other training schools, former students, local authorities etc...)	05	DRES	DPPC, DESG, DESTP, DEN	08 March 2024
03	Regional lists of companies for empowerment internships	05	DRES	IGE, DPPC, DESG, DESTP	08 March 2024
04	Regional lists of practising schools to accommodate primary student teachers on internship	05	DRES	IGE, ICG/EN DPPC, DEN	08 March 2024
05	Lists of personnel that have come of retirement age	07	DRES	SG, DESG, DESTP, DEN, DOVAS, DRH, DRFM, DPPC	08 March 2024
06	Lists showing experience of teachers likely to be appointed	08	DRES	SG, IGE, DESG, DESTP, DEN, DRH, DOVAS, DRFM	08 March 2024
07	Progress report on the partnership between educational institutions and external partners	02	DRES	SG, DPPC	08 March 2024
08	Report on the inspection of Heads of Service for school orientation	02	DRES	DOVAS, ICG/OVS	15 March 2024
09	Report on the celebration of the International Day of the Mother Tongue 21 February 2024	04	DRES, IP/LAL	IGS, IGE, DRH, ICG/LAL	15 March 2024

MARCH 2024 (Continues)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
10	Report on the celebration of National Bilingualism Week (from Friday 26 January to Friday 02 February 2024)	02	DRES	IGS, IGE, DRH,	15 March 2024
11	Regional list of private and government Secondary Education Schools	02	DRES	DESG, DESTP, DPPC, BNCEPES	15 March 2024
12	Report on the follow up of students with difficulties	02	DRES	ICG/OVS, DOVAS	15 March 2024
13	Report on monitoring the traceability and quick processing and submission of files	02	DRES	IGS, DRH,	15 March 2024
14	Report on monitoring punctuality and regular attendance of personnel	01	DRES	DRH	15 March 2024
15	Report on activities marking the celebration of Youth Week (1 st to 11 February 2024)	02	DRES, SENAT	DOVAS, ICG/OVS	11 March 2024
16	Statement on contracts awards and reports on the receipt of contract awarded previously	02	DRES	DRFM, DPPC	15 March 2024
17	State of functioning of computer halls in schools hosting OBC and GCE-Board examination centres	03	DRES	SG, IGE, ICG/INFO	15 March 2024
18	Application for the creation and opening of the Information Technology (IT) trade	03	DRES	DESG, DPPC, ICG/INFO	15 March 2024



MARCH 2024 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
19	Health status in schools per term and measures or initiatives taken	03	DRES	IGS, ICG/OVS, DOVAS	22 March 2024
20	Summary of statistics for the end of second term 2023/2024	13	DRES	IGE, DESG, DESTP, DEN, the 09 ICGs	22 March 2024
21	Rebuilding of carriers for officials in external services	07	DRES	SG, IGS, IGE, DESG, DESTP, DEN, DRH	22 March 2024
22	Suggestion of the theme for the National School Orientation Day (JNOS)	01	DRES	DOVAS	29 March 2024
23	Mid-term report on the running of the club "Promotion de la paix et du Multiculturalisme" (Promoting Peace and multiculturalism)	02	DRES	ICG/OVS, DOVAS	29 March 2024
24	Report of activities on account of digital knowledge carried out in schools	04	DRES	IGE, IGS, ICG/INFO, DPPC	29 March 2024



APRIL 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Annals of the school year mid-term evaluation (coverage rate of programmes and teaching contents, state of registrations for end of year official examinations)	08	DRES- SENAT	SG, IGE, DESG, DESTP, DEN, DECC, OBC, GCE Board	19 April 2024
02	Major equipment and office requirements of general and technical Secondary Schools, and teacher training colleges	03	DRES	DRFM, DPPC, DEN	19 April 2024
03	Essential needs of general and technical Secondary schools, and teacher training schools in terms of maintenance	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	19 April 2024
04	Essential needs of schools in terms of water and electricity supply (connections of CDE and ENEO)	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	19 April 2024
05	Essential needs of schools in terms of infrastructure per Division and Sub-Division	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	19 April 2024
06	Essential needs of schools in terms of rehabilitation with estimates cost issued by qualified services attached.	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	19 April 2024
07	Descriptive and quantitative estimates of rehabilitation and maintenance works on infrastructures in external services	02	DRES	DRFM, DPPC	19 April 2024
08	State of current needs in terms of office equipment in external services	03	DRES	DRFM, DPPC, DEN	19 April 2024



APRIL 2024 (continues)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
09	State of current needs in terms of workshop equipment in schools of technical and vocational education	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	19 April 2024
10	State of current needs in terms of equipment for computer halls, multimedia centres and laboratories in government schools	05	DRES	DRFM, DPPC, DESG, DESTP, DEN	19 April 2024
11	State of current needs in terms of infrastructure in external services	03	DRES	DRFM, DPPC, DEN	19 April 2024
12	Second term report on consultations in School Guidance Counselling	01	DRES	ICG/OVS	19 April 2024
13	State of non equipped administrative buildings	03	DRES	DRFM, DPPC, DEN	19 April 2024
14	Level of acquiring equipment as per the 2023 Public investment Budget	02	DRES	DRFM, DPPC	19 April 2024
15	Reports on end of second term 2023/2024 disciplinary councils	05	DRES	IGE, DESG, DESTP, DEN, ICG/OVS	19 April 2024
16	Summary report of follow up and evaluation of students internships in Science and Technology of the Tertiary (FIG-HOTTO)	02	DRES	IGE, ICG/INFO	26 April 2024
17	Report on the National Day of Arts in school (8 March 2024)	01	DRES	IGE	26 April 2024



APRIL 2024 (continues)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
18	Report on the Commonwealth Day(11 March 2024)	01	DRES	IGE	26 April 2024
19	Report on the running of libraries, computer halls, multimedia resource centres (CRM), laboratories and workshops for the second term 2023/2024	03	DRES	IGS, IGE, DESG, DESTP	26 April 2024
20	Report on the organisation and course of Open Doors Days (from Thursday 14 to 15 March 2024)	05	DRES	IGE, DESG, DESTP, DPPC, DEN	26 April 2024
21	Reports of school councils	05	DRES, SENAT	IGS, DESG, DESTP, DPPC, ICG/OVS, DEN	26 April 2024
22	Report on the Francophonie Day (20 March 2024)	01	DRES	IGE	26 April 2024
23	Reports of regional inspectorates in collaboration with regional delegations of MINESEP, on coded inspections as well as the coverage rate of programmes and teaching contents for Physical Education the second term 2023/2024	02	DRES	IGE, DRH,	26 April 2024
24	Applications for the creation, transformation and opening of government secondary schools	04	DRES	DESG, DESTP, DEN, DPPC	26 April 2024
25	State of the acquiring process of lands and of the registration files of newly created schools	05	DRES, secondary schools	DRFM, DAJ, DESG, DESTP, DEN	26 April 2024
26	Report on the organisation of students alternate training in the new trades of industrial techniques	02	DRES	IGE, ICG/IT	26 April 2024



APRIL 2024 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
27	Report on the implementation of new programmes for the 1 st cycle of Industrial Technique in Technical Education	02	DRES	IGE, ICG/IT	26 April 2024
28	Regional reports on the follow up and evaluation of the internship for secondary school student teachers and guidance counsellors from Higher teachers training Colleges	10	DRES	IGE, and all the ICGs	26 April 2024
29	Report on the activities of ICR, IPR and Educational counsellors for the second term 2023/2024	01	DRES	IGE	26 April 2024
30	State of the acquiring process of lands and of the registration files of schools	05	DRES	DESG, DESTP, DEN, DPPC, DAJ	26 April 2024



MAY 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Suggestion of the theme for the National School Orientation Day (JNOS)	02	DRES	ICG/OVS, DOVAS	03 May 2024
02	Report on the running of "l'épreuve zéro" and mock examination, including attendance and success rates of students per examination	02	DRES	IGE, ICG/SH	03 May 2024
03	Applications for the authorisation to open new trades in government secondary schools	05	DRES	IGE, DESG, DESTP, DPPC, DEN	03 May 2024
04	State of posts of responsibilities to be created in secondary schools	03	DRES	DESG, DESTP, DEN	03 May 2024
05	Evaluation of school Heads and suggestions for appointments	06	DRES	SG, DESG, DESTP, DEN, DRH, ICG/OVS	03 May 2024
06	List of guidance counsellors on duty in the Region	03	DRES	DRH, DOVAS, ICG/OVS	03 May 2024
07	Report on the general assemblies for 3 rd term 2023/2024	03	DRES	DESG, DESTP, DEN	24 May 2024
08	Report on the number of lessons prepared and sent per Region/inspectorates	02	DRES, and all the ICGs	SG, IGE	At the end of each term
09	List of guidance counsellors on duty in the Region	03	DRES	DRH, DOVAS, ICG/OVS	31 May 2024

JUNE 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Summary of statistics for the end of third term 2023- 2024	13	DRES	IGE, DESG, DESTP, DEN, and 09 ICGs	07 June 2024
02	Suggestions for scholarships per school on an Excel sheet	01	DRES	DOVAS	20 June 2024
03	Files for invitation to tender and subsequently files for contracts award during the year	03	DRES, SENAT	SG, DRFM, DPPC	20 June 2024
04	Execution level construction and/or rehabilitation works as per the Public Investment Budget for 2024 (contracts award, start of works)	03	DRES	DRFM, DPPC, IGS	20 June 2024
05	Report on monitoring the traceability and quick processing and submission of files	03	DRES	SG, IGS, DRH,	20 June 2024
06	Report on monitoring punctuality and regular attendance of personnel	02	DRES	SG, DRH	20 June 2024
07	Annual report on activities of Multimedia Resource Centres	03	DRES	IGE, DRFM, ICG/INFO	27 June 2024
08	Report on the launching of investment activities in the Region	03	DRES	DRFM, DPPC, IGS	27 June 2024
09	State of uncompleted construction sites for the 2021 and 2022 financial year (Reasons for abandoning, address of the executing companies)	05	DRES	SG, DRFM, DPPC, DAJ, IGS	27 June 2024
10	State of production of pedagogic resources per subject, indicating their location (MINESEC extranet, appendix, and other documents) for validation and use.	10	DRES	IGE, and all the ICGs	27 June 2024

JULY 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Report on academic internship for students in Teacher Training schools	02	DRES	IGE, DPPC	05 July 2024
02	Booklet for suggestions on scholarships in each school per Region	02	DRES	DPPC/CELAS, DOVAS	26 July 2024
03	List of ten (10) students with best results in the DECC, OBC and GCE-Board examinations per Division and per Region	03	DRES	DPPC, DESG, DESTP	26 July 2024
04	Reports of end of year disciplinary councils	03	DRES, SENAT	DESG, DESTP, DEN	26 July 2024
05	Reports of regional inspectorates in collaboration with regional delegations of MINESEP, on coded inspections as well as the coverage rate of programmes and teaching contents	03	DRES	IGE, DOVAS, ICG/OVS	26 July 2024
06	Table showing personnel on duty during summer holidays (to be classified per Sub-Division and Division)	03	DRES, SENAT	DESG, DESTP, DEN	26 July 2024
07	Report of the Regional Commission for private Education	04	DRES, SENAT	DESG, DESTP, DEN, BNCEPES	26 July 2024
08	Reports of end of year 2023/2024 school councils	06	DRES, SENAT	DESG, DESTP, DPPC, ICG/OVS, DOVAS, DEN	26 July 2024
09	Report on the running of libraries, computer halls, multimedia resource centres (CRM), laboratories and workshops for third term 2023/2024	03	DRES	IGE, DESG, DESTP	26 July 2024



JULY 2024 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
10	Report and balance sheet of PTAs	03	DRES	DPPC, DESG, DESTP	26 July 2024
11	List of best female students in the DECC, OBC and GCE-Board examinations per Region	04	DRES	DOVAS, DESG, DESTP, DPPC	26 July 2024
12	A booklet on local training offers	03	DRES	SG, DOVAS, ICG/OVS	26 July 2024
13	Report on the management of mini-incubators for micro enterprises	02	DRES	DESTP	26 July 2024



AUGUST 2024

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
01	Health status in schools per term and measures or initiatives taken	03	DRES	IGS, ICG/OVS, DOVAS	09 August 2024
02	Annual report on the activities of ICR, IPR and Educational counsellors	01	DRES	IGE	09 August 2024
03	Financial report on the 2024 session of competitive and end of year official examinations per Region	02	DRES	SG, DECC	09 August 2024
04	Regional statistics of results per series for competitive and end of year examinations	01	DRES	DECC	09 August 2024
05	Application for codes of examination centres and sub-centres	01	DRES	DECC	09 August 2024
06	Files for suggestion on the creation of new examination centres and sub-centres	03	DRES	DECC, OBC, GCE-Board	09 August 2024
07	Litigation file for the 2024 session of competitive and end of year official examinations	02	DRES	SG, DECC	09 August 2024
08	Report on end of 2023-2024 school year guidance and orientation activities (ref. Circular letter No 11/21/LC/MINESEC/SG/DOVAS of 22 July 2021 on the framework of Annual Planning for Guidance and Orientation activities in a secondary school)	02	DRES, SENAT	DOVAS, ICG/OVS	16 August 2024
09	Reports on school councils for Teacher training Colleges	02	DRES, SENAT	IGE, DEN	16 August 2024



AUGUST 2024 (continues and end)

No.	PERIODIC DOCUMENTS	NUMBER OF COPIES	SENDERS	RECEIVERS	DEADLINE FOR TRANSMISSION
10	Reports on the General Assemblies per region of school proprietors in all categories of Education (general, technical and teacher training)	04	DRES	DESG, DESTP, DEN, BNCEPES	16 August 2024
11	End of academic year reports: - Private schools - Government schools	04	DRES, SENAT	DESG, DESTP, DEN, BNCEPES	16 August 2024
12	Statistical data collection form	05	DRES, SENAT	DESG, DESTP, DEN, DPPC, DAJ	23 August 2024
13	Copies of partnership conventions signed with schools, regional and divisional delegations in terms of showcasing our education system out of Cameroon	05	DRES, SENAT	DESG, DESTP, DEN, DAJ, DPPC	23 August 2024
14	State of achievement or progress of services offered and subsequent challenges encountered	03	DRES	DRFM, DPPC	23 August 2024
15	Mid-term report on work execution	03	DRES	DRFM, DPPC	23 August 2024
16	Three (03) hard copies and one (01) soft copy of temporary lists	05	DRES	IGS, DRFM, DESG, DESTP, DEN	30 August 2024
17	annual report on the running of the club "Promotion de la Paix et du Multiculturalisme" (Promoting Peace and multiculturalism)	04	DRES	SG, ICG/OVS, DOVAS	31 August 2024



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