PAPUA NEW GUINEA

DEPARTMENT OF EDUCATION

EDUCATION

2025 CALENDAR

"ACCESSIBLE QUALITY EDUCATION PATHWAYS FOR ALL"

JANUARY	Virtue - "LOVING"
01	**NEW YEARS DAY**
02	PEAs and inspectors for Provincial Institutions prepare for teachers' resumption on January 20.
02 - 03	MPR is printed and delivered to the Director for Provincial Support Services to dispatch to respective provinces. Appointment officers begin updating the MPR using 2023 staff postings and correct any anomalies in their provinces.
02-31	2025 First Staff Performance Appraisal (SPA) commences. Heads of divisions and supervisors meet with their subordinates, discuss DoE priorities and KRAs, assign tasks, and issue SPA and individual officers complete the SPA form.
13-17	PEAs and all Supervisory Staff commence one week program of quick visits to accessible institutions to sort out administrative or professional problems. Inspectors assist provinces with Start Of School Year related activities.
20	**Term 1 begins for teachers on January 20.** Head Teachers, Principals, Vocational Centre Managers devote this week to sort out enrolments with governing bodies and teachers. Also, this week is devoted to preparations for a full day of teaching on Monday, January 27.
20-24	Teachers complete Resumption of Duty Summary Sheets (RoDSS). Teachers in new positions must complete Form EDB023. Principals, Head Teachers, VC Managers and FAS for respective national institutions to forward RoDSS & EDB023 immediately to PEAs.
24	All PEAs & AS ensure RoDSS from all schools and Form EDB023 for new appointments are checked, signed and submitted to PDoE & NDoE on a DAILY BASIS when received from schools.
27	**All schools begin Term 1.** Head Teachers, Principals, and Vocational Centre Managers to ensure that ALL teachers commence a full day of teaching starting today.
31	All Head Teachers, Principals of PHS, SS, NSoEs send special enrolment and staffing reports to provide an update of student numbers and staffing needs for current and following year to all Superintendents for Prep, Prim, Sec, NSoE and GES. Managers of VCs send reports to VETD. Copy to PEO.
FEBRUARY	**Virtue - "EMPATHY"**
03-28	Submission of Applications for NDoE and donor sponsored courses for 2025. Teachers and public servants interested in training and seeking NDoE sponsorship to apply to HRM following set processes and procedures.
03-28	Officers due for recreation leave this year to apply using the MyLeavefare Application. HRM to assess, verify and recommend approval. Heads of Divisions and Operations Managers to discuss with individual officers due for leave and draw up a Leave Schedule.
03	Provinces submit 2024 Staff Posting Lists to GESD, Payroll and TSC.
03	All TV and radio programs on education commence. This includes EMTV, NBCTV and NBC Radio.
25	Application Forms for Personal Inspections dispatched to all VET institutions.
26	**National Remembrance Day – In Memory of Late Grand Chief Rt. Hon. Sir Michael T. Somare (First PM)**
MARCH	**Virtue - "CREATIVITY"**
01-31	School Nutrition Intervention (NiA) month
03	Heads of schools and institutions to complete and submit Monthly Staffing Returns for February to PDoE and GESD, NDoE.
03-31	HROD Submits Training Bid on DoE/Public Category for Donor Sponsorship to DPM. Applications approved by Executive Development Committee (EDC) for Donor Sponsorship via Public Category mid 2025 is coordinated and forwarded to DPM.
05-06	**NEB Meeting No. 227**
09	Last **Pay Day** for Teachers whose RoDSS forms and EDB023 have not been received at PDoE & NDoE.
10-14	National School Census Week
14	TSC cancellation of tenure forms due at TSC from PEAs. DoE Divisions closing date for Education Ministry Awards: Nominations from Provincial and DoE Awards Committees of any teacher who has served for 40 years must be submitted.
21	NDoE Training Bid Forms to be submitted to DPM.
28	Deadline to apply for registration of new schools/amendments for 2025. PEAs send NDoE Form EDA212 'Application for Membership/Amendment to registration information to Registrar-School Registration Section, GESD.
28	Application for new Permitted Schools for 2026 due at DoE, GESD.
28	Heads of institutions from Preparatory to High/Secondary, NSoE, FODE and VET to forward quarterly students returns to GESD.
APRIL	**Virtue - "RESPONSIBILITY"**
01	Heads of schools and institutions to complete and forward Monthly Staffing Returns for March to PDoE and GESD, NDoE.
01-30	Preparations and compilations begin for 2025 Advertised Vacancy Gazette. Gazette is printed and distributed to schools before May 16.
01-30	Screening of Applications for NDoE/Donor Sponsorships for both short and long term training/courses in country and overseas. Staff Development Committee and Executive Development Committee meet and screen applications and make recommendations and notify concerned officers.
04	**Term 1 ends for all Preparatory to High/Secondary, NSoE, FODE & VCs.**
14	**Term 2 begins for all schools and institutions. Head Teachers, Principals, and Vocational Centre's Managers to ensure that all teachers commence a full day of teaching from today.**
14	Furlough Leave Applications are sent to PDoE by Teachers for 2026.
18	**GOOD FRIDAY**
21	**EASTER MONDAY**
25	Teachers complete RoDSS/Form EDB023 for any appointment variations. Institutional Heads check, sign and forward to appropriate PEO or NDoE FAS (NI) at earliest opportunity.
25	Non-citizen teachers due for 2025 contract renewals.
25	TRPD Application for Personal Inspections due.
MAY	**Virtue - "FORGIVENESS"**
01	Heads of schools and institutions to complete and forward Monthly Staffing Returns for April to PDoE and GESD, NDoE.
05-09	Issue and release of Teachers' Eligibility Certificates by GESD and Registration Certificates by TRPD.
01-31	Notification of the outcome of EDC/SDC decisions for Sponsorship for courses is delivered to individuals.
05-09	Screening of Applications for Personal Reports for all sectors.
09	Closing date for Teachers Furlough Leave Applications.
16	Advertised Vacancy Gazette released to Provinces for teachers to apply for positions. Deadline for all TSC Forms 28, 29 & 30 to reach Appointment Officer at the Provincial Education Office is July 26.
16	All NIST/PIST funding application due from the provinces to TRPD.
16	Issue of Notification through Application Slips to successful applicants for personal inspections.
16	Deadline for all PEA and DoE AS to advise TSC/FAS HRM of full details of 2024 overseas recruitment requirements.
19-23	Processing of EDA 212 and approvals by TSC for creation, abolition or reclassification of positions for 2025 schools.
23	All PEAs prepare list of Activities for National Education Week Agenda items for PEB.
JUNE	**Virtue - "HONESTY"**
02	Heads of schools and institutions to complete and forward Monthly Staffing Returns for May to PDoE and GESD, NDoE.
05	**Written Expression Examination (Grade 10)**
02-30	Submission of first part of Staff Performance Appraisal 2024 to HROD. Respective Divisional Heads and Supervisors are to appraise their subordinates. Keep originals and forward in batch copies of SPAs to HROD as required.
02-30	2nd Part of Staff Performance Appraisal 2024. Divisional Heads with Supervisors and their subordinates are to revisit DoE and division's Key Priority Areas (KRAs) assigned in January. Discuss and take on board incomplete tasks with additional tasks to be implemented in the remaining 6 months and appraisal should be based on these assigned tasks.
02	Close of Applications for Kina for Kina Subsidy from National Secretaries of Churches Education Agencies. Applications to be lodged with Senior Trust Officer, Finance – NDoE.
06	Dispatch Grade 10 SLFs to all High & Secondary Schools.
06	All PEAs and Permitted Schools complete and submit the annual School Census Forms to Statistics Section of NDoE.
12-13	**NEB Meeting No. 228**
17	**KING'S BIRTHDAY**
20	Deadline for Non-Citizen Contract Renewal to be submitted to NDoE.
20	**Term 2 ends for all Preparatory to High/Secondary, NSoE, FODE & VCs.**
27	Teachers wishing to Appeal Against Ratings given the new 2023reports by the National Ratings Conference must do so by the end of June.
27	Completed SPA Forms to be submitted to HROD.
27	Heads of institutions from Preparatory to High/Secondary, NSoEs, FODE and VCs to forward quarterly students returns to GESD.
30	**All schools and institutions begin Term 3.** Head Teachers, Principals, and Vocational Centre Managers to ensure that all teachers commence a full day's of teaching from today.
JULY	**Virtue - "INTEGRITY"**
01	Heads of schools and institutions to complete and forward Monthly Staffing Returns for June to PDoE and GESD, NDoE.
07	All Teachers' Colleges and UoG Submit Graduate List to NDoE (TRPD) who will send updated MPRs to Provinces.
11	All Requests For Teachers Leave fares due at relevant PEO or NDoE Divisions.
11	Deadline for all PEAs, DoE FAS (teaching divisions) & permitted school agencies to submit Annual National Staffing & Enrolment Returns to EMIS & Statistics.
11	Provincial Institutions Submit Programs for National Education Week to PEB for approval; Principals (NI) submit programs to relevant NDoE A/S.
18	All requests for teachers due for leave to be submitted to the PEA
18	Names for caretaker duties and other TSC approved allowances from all relevant institutions to be with PEO (PI) or respective NDoE divisions (NI).
18	Processing of EDA 012 for 2024 schools by Payroll in Alesco HRIS to generate school codes and position numbers.
23	**NATIONAL REMEMBRANCE DAY**
31	Deadline For Advertised Teaching Positions, TSC Applications Forms 28, 29 & 30 to reach Appointment Officer at the Provincial Education Offices.

AUGUST	Virtue - "ACCOUNTABILITY"
01-29	School Nutrition Intervention (NiA) month
01	Heads of schools and institutions to complete and forward Monthly Staffing Returns for July to PDoE and GESD, NDoE.
04	**Written Expression Examination (Grade 12)**
04-08	National Book Week
04-08	Appointment Officers Begin Central Sorting. PEB/NEB Subcommittee meetings are scheduled for screening of applications. PEB/NEB meeting are scheduled for endorsement of 2025 teacher appointments.
04-08	Inspection commences for all sectors including preparatory, primary, high/secondary schools, VCs, FODE and NSoEs.
04-29	NDoE Officers (GESD, TSC) are in Provinces to begin Central Sorting Exercises and participate in subcommittee meetings to screen and recommend suitable applicants to positions. PEB recommendations for successful applicants are brought back to GESD with all Form 30s for vetting and compiling of TSC Tenure Confirmation Gazette.
11	GESD notifies PEBs/PEAs/Divisions/TSC and stakeholders of the 2023 school registration/amendments through the Instrument of Approval.
11-15	Payroll Distribute Teachers Leave Circulars For 2024-2025 and resumption circulars for 2025 to Provincial Education Divisions.
26	**NATIONAL REPENTANCE DAY**
SEPTEMBER	**Virtue - "THANKFULNESS"**
01	Heads of schools and institutions to complete and forward Monthly Staffing Returns for August to PDoE and GESD, NDoE.
01-05	**Grade 12 STEM Exams**
01-05	National Literacy Week
01-05	All Inspection Reports to be written by head teachers and principals at this time. This covers Preparatory, Primary, Secondary, FODE, NSoEs and VCs.
05	**Term 3 ends for all Preparatory to High/Secondary, NSoE, FODE & VCs.**
16	**50th INDEPENDENCE ANNIVERSARY DAY**
01-05	Final Vetting of PEB recommendations with Form 30 at GESD & TSC. Compiling of TSC Tenure Confirmation Gazette.
15-19	Deadline for all Grade 10 SLF to be with the Chairperson for Grade 11 Selections.
15-19	Publication of TSC Tenure Confirmation Gazette and distribution to provinces. Appointing Authorities (PEB/NEB) notifies successful applications through the *"Notification of Appointment slip."* PEA ensures these slips are received by teachers.
12	Teachers wishing to retire or resign at the close of the year must submit request forms.
21	Appeals open against TSC appointments to submit letters to Chairman Appeals Committee TSC.
22	**Term 4 begins for all schools.** Head Teachers, Principals, and Vocational Centre Managers to ensure that all teachers commence a full day's of teaching from today.
25-26	**NEB Meeting No. 229**
29	Heads of institutions from Preparatory to High/Secondary, NSoEs, FODE and VET to forward quarterly students returns to GESD.
OCTOBER	**Virtue - "PERSEVERANCE"**
01	Heads of schools and institutions to complete and forward Monthly Staffing Returns for September to PDoE and GESD, NDoE.
06-10	**Lower Secondary School Certificate Examination (Grade 10)**
13-17	**Upper Secondary School Certificate Examination (Grade 12)**
13-17	PEAs and NDoE divisions advise TSC of teachers who are not to receive PBSS or allowances.
17	Deadline for all Grade 12 SLF to be at DHERST.
17	DoE (Payroll) distribute RoDSS and Form EDB023 to provinces.
17	PEAs to provide TSC with readmission forms.
20-23	**Certificate of Basic Education Examination (Grade 8)**
30	Appeals Against TSC appointments with Chairman Appeals Committee TSC close.
NOVEMBER	**Virtue - "OBEDIENCE"**
03	Heads of schools and institutions to complete and forward Monthly Staffing Returns for October to PDoE and GESD, NDoE.
03	EDA 212 and TSC Form 26 Applications open for 2026. PEBs to submit Form EDA 212 for creation of new schools/amendments in 2026, and TSC Form 26 for creation, abolition or reclassification of positions in existing institutions in 2023 to GESD and TSC respectively. Deadline for submitting Forms EDA 212 and TSC Form 26 for 2025 is March 31, 2025.
10-14	Joint National Ratings Conference
13-14	**NEB Meeting No. 230**
28	Heads of institutions from Preparatory to High/Secondary, NSoEs, FODE and VCs to forward quarterly students returns to GESD.

DECEMBER	Virtue - "RESPECTFULNES"
01	**WORLD AIDS DAY**
01	Heads of schools and institutions to complete and forward Monthly Staffing Returns for November to PDoE and GESD, NDoE.
01-19	Submission of Final Part of Staff Performance Appraisal 2025. All original completed SPA to be hand delivered to HRM in batch by Operation Managers of respective divisions. HRM assess, verify, update records, approved and forward to Payroll Division.
01-05	Grade 11 National Selections.
05	**Term 4 ends for all Preparatory to High/Secondary, NSoE, FODE & VCs.**
05	All NDoE divisions' completed Public Service Staff Appraisals for 01/07/25 – 20/12/25 to be submitted to FAS HRM.
25	**CHRISTMAS DAY**
26	**BOXING DAY**

2025 TERM DATES

TERM	START OF TERM	END OF TERM	NO. OF TEACHING WEEKS	TERM HOLIDAYS
1	Monday, January 27	Friday, April 04	10	Monday, April 7 - Friday, April 11
2	Monday, April 14	Friday, June 20	10	Monday, June 23 - Friday, June 27
3	Monday, June 30	Friday, September 05	10	Monday, September 08 - Friday, September 19
4	Monday, September 22	Friday, December 05	11	Monday, December 08 - Friday, January 23, 2026

* In 2025, teachers resume duties on Monday, January 20, 2025.
* Students resume classes on Monday, January 27, 2025
* In 2026, teachers resume duties on Monday, January 19
* Students resume classes on Monday, January 26, 2026

2025 NATIONAL EXAMINATIONS DATES

NO.	NATIONAL EXAMINATION	DAYS	DATES
1	Lower Secondary School Certificate Written Expression (Grade 10)	Thursday	5 June 2025
2	Upper Secondary School Certificate Written Expression Grade 12)	Monday	4 August 2025
	Grade 12 STEM Exams	Monday - Friday	1 - 5 September 2025
3	Lower Secondary School Certificate Exams (Grade 10)	Monday - Friday	6 - 10 October 2025
4	Upper Secondary School Certificate Exams (Grade 12)	Monday - Friday	13 - 17 October 2025
5	Certificate of Basic Education Exams (Grade 8)	Monday - Thursday	20 - 23 October 2025

2025 PUBLIC HOLIDAYS DATES

	PUBLIC HOLIDAY	DAYS	DATES
1	New Year's Day	Wednesday	1 January 2025
2	National Remembrance Day of the Late Former Prime Minister, Great Grand Chief Rt. Hon. Sir Michael Thomas Somare	Wednesday	26 February 2025
3	Good Friday	Friday	18 April 2025
4	Easter Saturday	Saturday	19 April 2025
5	Easter Sunday	Sunday	20 April 2025
6	Easter Monday	Monday	21 April 2025
7	King's Birthday	Tuesday	17 June 2025
8	National Remembrance Day	Wednesday	23 July 2025
9	National Repentance Day	Tuesday	26 August 2025
10	Independence Day	Tuesday	16 September 2025
11	Christmas Day	Thursday	25 December 2025
12	Boxing Day	Friday	26 December 2025

January

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February

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March

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April

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May

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June

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July

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August

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September

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November

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December

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28	29	30	31			