

Date: 28 November, 2011

**FTRB LATEST UPDATE****To All Head Teachers and Principals**

We are making some changes to the earlier updates sent because of the latest development that the Minister has decided that the Mode of Payment will be **CASH/ MANUAL PAYMENT** and **No Direct Deduction** will be made. The information related to our **Registration Operation** for the next 3 years will be as follows:

**FTRB REGISTRATION 2012-2014 (FORMS: FTRB3 - RENEWAL)**

1. All officers who appear on the **Expiry List** will have their Renewal on **HOLD**.
2. **TPF 84XXX** and **TPF 85XXX** - **Do not fill the FTRB3 Forms . In some exceptional cases, some TPF 84XXX have registered in 2009, then they will need to also fill FTRB3**
3. Head Teachers and Principals:
  - Fill the ACR/PACO and IWP first before entering the 2<sup>nd</sup> bullet point of pp3 of the FTRB 3 form
4. Head Teachers and Principals you need to batch all the forms and attach the copy of the
  - Payment Receipt
  - School Internal PDs from 2009-2011
  - Letter of confirmation of uncompleted programmes from Tertiary Institutions attended from 2009-2011
5. Please send all the completed Forms in batch to your **Education District Office** who will **ENDORSE** the forms and send them to the **FTRB Office**

**PAYMENTS**

- 1) For all Existing Teachers Payments Commences on 18/11/2011-23/01/2012
- 2) Non and Late Payment can affect Allowances which are paid to Teachers
- 3) The payment Structure will be as follows:
  - Teachers registered from 2009-2011 - pay \$90 to cover for 2012-2014
  - Teachers registered from 2010- 2011 - pay \$30 to cover for 2010-2012
  - Teachers registered from 2011 - pay \$60 to cover for 2011-2013
  - Retiree in 2012 (can pay extra year if you want) - pay \$30 to cover you for 2012
  - Retiree in 2013 (can pay extra year if you want) - pays \$60 to cover you from 2012- 2013
- 4) For all schools making cheque payment for all the teachers, the cheque should be paid to PSE. Individual receipts should be accounted and the photocopy should be attached with the FTRB3. The original to be retained by the teacher.

**ID CARDS**

1. **No new cards will be issued**
2. **Stickers will be issued by the Education District to the Head Teachers and Principals once the Approvals are done by the FTRB. For Suva and Eastern, stickers will be issued by the FTRB Office**
3. **Principals and Headteachers must first receive the approval letters and match the expiry date on the letter with the expiry date on the sticker before issuing the sticker.**
4. **All Teachers who registered in 2010 having TPF 84XXX should have their EXPIRY date 31/12/2012 validated. If they have their EXPIRY dates as 31/12/2011 you need to notify us and get your cards updated.**

### Education District Officers

- 1) All Education District Officers needs to coordinate the registration exercise with the schools and liase with the FTRB Headquarters.
- 2) Recieved all the forms in batches with completed documents and entries and endorsements.
- 3) Recieved all payments for all the teachers in your districts and regularly supply us preferrably every week a list of payment records showing the Names, TPF, Payment Amount and Receipt number.
- 4) Issue the Stickers to School Heads and School Principals.

### FTRB Headquarters Responsibilities

- 1) Central (Nausori): Mrs. Kesaia Kuruduadua Ph: 3311175 E mail: kesaia.kuruduadua@govnet.gov.fj  
Mrs. Aliti Soqonakalou : 3100125 : aliti.soqonakalou@govnet.gov.fj
- 2) Western: Mr. Albert Soderberg Ph:3100119 E mail: [albert.soderberg@govnet.gov.fj](mailto:albert.soderberg@govnet.gov.fj)  
*Not including NADROGA/NAVOSA*
- 3) Northern: Mr. Albert Soderberg Ph:3100119 E mail: [albert.soderberg@govnet.gov.fj](mailto:albert.soderberg@govnet.gov.fj)
- 4) Eastern/Suva/Nadroga-Navosa : Mr. Mua Ph: 3311175 E mail: nasoni.rabuka@govnet.gov.fj

Names of National Employment Center volunteers who will be assisting in the Re-Registration Exercise:

- 1) Mereani Niutabua
- 2) Rusila Buisamu
- 3) Meresiana Laite
- 4) Kunal Maharaj - New IT Officer

We look forward to the constant coordination between School Heads, Education District Officers and the FTRB Headquarters with this huge exercise to ensure smooth operation in our registration exercise. The usual support of everyone would be kindly appreciated.

For any clarification, you may contact the undersigned or Mr. Albert Soderberg



Nasoni R Mua  
**Secretariat Services**