

EXTRACT FROM THE 2022 NPA OPERATIONAL GUIDE

5.0 HOW TO COMPLETE THE FORMS

5.1 Form A1- BASIC INFORMATION ON TEACHING AND NON-TEACHING STAFF IN BASIC EDUCATION SCHOOLS

This Form is to obtain Personal data of Teaching and Non-Teaching staff working in Basic Education Schools. Every official will complete this instrument using HB Pencil.

GUIDES ON SHADING THE OMR FORM A1– SCHOOL PERSONNEL.

THE FORM IS TO BE COMPLETED BY ALL MEMBERS OF STAFF IN THE SCHOOL

IMPORTANT: USE HB PENCIL ONLY

- UBEC-SCHOOL-CODE:** This is the unique Code (numbers) given to each school for its identification. It is made up of the State Code/LGA Code/School Serial Number. The UBEC SCHOOL CODE has been generated for every school and it will be made available to you. Follow the example below to enter the Code. Assume you are in Osun State (with code 29) Ayedire LGA (with code 04) and working in a school with serial number 0137, then enter 29 under State Code, 04 under LGA Code and 0137 under school serial number. Shade the appropriate circled number that corresponds to the State and LGA Codes as demonstrated below.

1. UBEC SCHOOL CODE							
STATE CODE		LGA CODE		SCHOOL SERIAL NUMBER			
2	9	0	4	0	1	3	7
<input type="radio"/> 0	<input type="radio"/> 0	<input checked="" type="radio"/> 0	<input type="radio"/> 0	<input checked="" type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input checked="" type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input checked="" type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input checked="" type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input checked="" type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input checked="" type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> 9	<input checked="" type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

- CATEGORY OF SCHOOL:** This is the classification or group to which a school belongs: It can only be **Public** or **Private**. Shade the appropriate circle provided.
- STAFF CATEGORY:** Shade whether **Teaching** or **Non-Teaching**.
- GENDER:** Indicate your gender by shading **1 for Male** or **2 for Female**.
- MARITAL STATUS:** Shade as appropriate if you are **Single, Married Cohabitate (living together and not married), Separated, Divorced or Widowed**.

6. **REGISTRATION WITH TEACHER REGISTRATION COUNCIL OF NIGERIA (TRCN):** You are to shade `Yes' if you are registered with TRCN and `No' if you are not.
7. **THE LEVEL OR LEVELS AT WHICH YOU TEACH:** e.g ECCDE, Primary or JSS (*This is for Teaching staff only*): Shade circled number representing the level or levels at which you teach.
8. **COMPUTER LITERACY:** Shade **Yes**, if you have the ability to use computer and **No** if you do not.
9. **NATIONALITY:** *This is for Non-Nigerians*. Shade the box, if not a Nigerian.
10. **EMPLOYER:** Owner of the school or the person who engages you to work for the school. Shade only one circled alphabet.
11. **SUBJECT(S) TAUGHT:** (*This is for Teaching staff only*) Indicate only the subject(s) you teach by shading the appropriate circled alphabets. The following are the Subject Groupings and their Codes.

Subject Group Name	Subjects	Code
English	English	A
Mathematics	Mathematics	B
Basic Science & Technology	Basic Science Basic Technology Physical & Health Education Information Technology (IT)	C
*Religious and National Value (RNV)	Christian Religious Studies Islamic Religious Studies Social Studies Civic Education Security Education	D
Cultural and Creative Arts (CCA)	Cultural & Creative Art	E
Arabic Language	Arabic Language	F
French	French	G
Pre-Vocational Studies	Home Economics Agriculture	H
Nigerian Languages	Igbo, Hausa, Yoruba, etc.	I
History	History	J

12. **NAME OF OFFICIAL:** Enter your name, in **FULL and CAPITAL** letters, as registered with your employer.

Follow the Example below.

Assume your name is **OBI ADE ALI**. Enter the name as shown below, **leaving a space between each name**.

Shade the appropriate circled alphabets that correspond to your name.

9.	O	B	I	A	A	D	E	A	A	L	I	
A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
F	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
G	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
H	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
J	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
N	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
P	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Q	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
R	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
S	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
T	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
U	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
V	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
W	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Y	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Z	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. **DATE OF BIRTH:** Enter your date of birth in the boxes provided and shade the corresponding circled number. *See the Example below.*

Assume you were born on 13th May, 1976, enter 13 under Day column, 05 under Month column and 1976 under the Year column. Shade the appropriate circled number that corresponds to the Day, Month and Year entered as demonstrated below.

10. DATE OF BIRTH							
DAY		MONTH		YEAR			
1	3	0	5	1	9	7	6
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. **DATE OF FIRST APPOINTMENT:** Enter the date of your first appointment in your official records (this should correspond with your work experience) and shade the corresponding circled number. *Follow the Example in 9 above.*
15. **YEARS OF TEACHING EXPERIENCE: (For Teaching staff only).** Enter the number of years you have spent teaching and shade the appropriate circled number. For those less than one year, shade zero (0). (This shows you are in service but not up to one year).*Follow the Example in 9 above.*
16. **SALARY GRADE LEVEL AT FIRST APPOINTMENT AND PRESENT SALARY GRADE LEVEL: (For Public Schools only).** Enter your Salary Grade Level (GL) on entry into service and your present GL in the boxes provided and shade the corresponding circled number.****provide appropriate example*
17. **TYPE OF APPOINTMENT:** This is according to the Terms and Conditions of your engagement into the service as contained in your Letter of Appointment e.g. permanent and pensionable, permanent and non-pensionable, contract or part-time. Shade the circled number as appropriate.
18. **HIGHEST TEACHING QUALIFICATION:** Enter the highest qualification that makes you a qualified teacher. Shade **only one** of the circled numbers that is applicable to you.
19. **HIGHEST ACADEMIC QUALIFICATION:** Enter the highest qualification *attained* in your academic pursuit. Shade **only one** of the circled alphabets that is applicable to you.
20. **UBEC WORKSHOPS/SEMINARS/TRAININGS YOU ATTENDED IN THE LAST THREE YEARS:** Shade a circled number that is applicable to you from the options provided.
21. **SALARY RANGE:** Shade the appropriate salary range as shown below that is applicable to you **per month.**

S/N	SALARY PER MONTH
1	0 - No Salary
2	Below ₦10,000
3	₦11,000- -----₦20,000
4	₦21,000-----₦50,000
5	₦51,000----- ₦80,000
6	₦81,000----- ₦100,000
7	₦100,000 - -----₦150,000
8	Above ₦150,000

22. **THE TYPES OF UBEC TRAININGS/ SEMINARS ATTENDED BETWEEN 2019 AND 2022.** Please indicate all the trainings per year.(Each year can accommodate more than one training)

S/N	UBEC LIST OF TRAINING/ MEETINGS/ SEMINARS	CODE
1	EARLY CHILDHOOD CARE DEVELOPMENT EDUCATION ((REGGIO EMILIA, TOY MAKING ECT.)	A
2	STRENGTHENING MATHEMATICS AND SCIENCE EDUCATION (SMASE)	B
3	JOLLY PHONICS	C
4	HEAD TEACHER LEADERSHIP	D
5	PEDAGOGY AND CLASSROOM MANAGEMENT (SCHOOL BASED / CLUSTER)	E
6	QUALITY ASSURANCE	F
7	SCHOOL SUPPORT	G
8	IMPLEMENTATION OF THE UBE PROGRAMME (TPD/FTS)	H
9	IMPLEMENTATION OF THE UBE PROGRAMME (PRS)	I
10	IMPLEMENTATION OF THE UBE PROGRAMME (GUIDANCE AND COUNSELING)	J
11	IMPLEMENTATION OF THE UBE PROGRAMME (AGRICULTURE AND SPORTS)	K
12	IMPLEMENTATION OF THE UBE PROGRAMME (FINANCE/ AUDIT/ ACCOUNTS)	L
13	IMPLEMENTATION OF THE UBE PROGRAMME (PHYSICAL PLANNING- MINIMUM STANDARDS)	M
14	GUIDANCE AND COUNSELING/ NIGERIAN CURRICULUM	N
15	AGRICULTURE (CROPS / ANIMAL HUSBANDRY)	O
16	RANA/ NEI PLUS/ TaRL	P
17	PSYCHOSOCIAL SKILLS	Q
18	NIGERIAN LANGUAGES (HAUSA/ IGBO/YORUBA)	R
19	BOOK KEEPING / RECORD KEEPING	S
20	IMPLEMENTATION / TRAINING { UBEC INTEGRATED QUR'ANIC TSANGAYA EDUCATION (IQTE)}	T
21	SPECIAL EDUCATION	U
22	IMPLEMENTATION OF THE UBE PROGRAMME (SBMC)	V
23	IMPLEMENTATION OF THE UBE PROGRAMME (SPECIAL EDUCATION)	W
24	CAPACITY BUILDING FOR EDUCATION SECRETARIES	X
25	LEADERSHIP TRAINING (SUBEB BOARD, EDUCATION SECRETARIES, LGEA)	Y
26	OTHERS	Z

23. **NUMBER OF PERIOD(S)/LESSON(S) TAUGHT PER WEEK: (This is for teaching staff only).** Enter the number of lessons or periods you teach in a week and shade the corresponding circled number(s).

24. **SUBJECT COMBINATION/AREA OF SPECIALISATION: This is for all Teachers. For graduates with double subject combination/specialization,** Enter the subject/codes in the space provided in columns A & B and shade the appropriate circled numbers.

For graduates with single subject/area of specialization, enter the subject code/specializations in the space provided in **column A only** and shade the appropriate number.

Select the appropriate Code that corresponds with your subject combination/specialization from the List of Subject Codes below, enter and shade the corresponding circled number.

S/N	LIST OF SUBJECT AREA/SPECIALIZATION	CODE
1	ACCOUNTANCY	01
2	ADULT & NON FORMAL EDUCATION	02
3	AGRICULTURAL AND ENVIRONMENTAL ENGINEERING	03
4	AGRICULTURE	04
5	ANTHROPOLOGY	05
6	ARABIC	06
7	ARABIC LANGUAGE AND LITERATURE	07
8	ARCHEOLOGY	08
9	ARCHEOLOGY COMBINED	09
10	AUTOMOBILE	10
11	BASIC SCIENCES	11
12	BIOLOGY	12
13	BOTANY	13
14	BUILDING	14
15	BUSINESS EDUCATION	15
16	BUSINESS ADMINISTRATION	16
17	CHEMISTRY	17
18	CHRISTIAN RELIGION STUDIES	18
19	CLASSICS	19
20	COMMERCE	20
21	COMMUNICATION AND LANGUAGE ARTS	21
22	COMPUTER SCIENCE	22
23	CULTURAL AND CREATIVE ARTS	23
24	DENTISTRY	24
25	EARLY CHILDHOOD CARE EDUCATION	25
26	ECONOMICS	26
27	EDUCATION MANAGEMENT	27
28	ELECTRICAL/ELECTRONICS	28

29	ENGLISH LANGUAGE	29
30	ENGLISH LANGUAGE AND LITERATURE	30
31	ESTATE MANAGEMENT	31
32	FINE AND APPLIED ARTS	32
33	FISHERIES AND WILDLIFE MANAGEMENT	33
34	FORESTRY RESEARCH MANAGEMENT	34
35	FRENCH	35
36	GENERAL EDUCATION	36
37	GEOGRAPHY	37
38	GERMAN	38
39	GOVERNMENT	39
40	GUIDANCE AND COUNSELLING	40
41	HAUSA	41
42	HEALTH EDUCATION	42
43	HISTORY	43
44	HOME ECONOMICS	44
45	HUMAN KINETICS	45
46	HUMAN NUTRITION	46
47	IGBO	47
48	INDUSTRIAL EDUCATION	48
49	INT. SCIENCE	49
50	ISLAMIC RELIGIOUS STUDIES	50
51	LAW	51
52	LIBRARY STUDIES	52
53	LINGUISTICS	53
54	LINGUISTICS AND AFRICAN STUDIES	54
55	LITERATURE	55
56	MATHEMATICS	56
57	MARKETING	57
58	MECHANICAL ENGINEERING	58
59	MEDICINE AND SURGERY	59
60	METAL WORK	60
61	MICROBIOLOGY	61

62	MUSIC	62
63	OFFICE EDUCATION	63
64	OTHER NIGERIAN LANGUAGES	64
65	PETROLEUM ENGINEERING	65
66	PHARMACY	66
67	PHILOSOPHY	67
68	PHYSICAL AND HEALTH	68
69	PHYSICS	69
70	PHYSIOLOGY	70
71	PHYSIOTHERAPY	71
72	POLITICAL SCIENCE	72
73	PRIMARY EDUCATION STUDIES	73
74	PRIMARY SCIENCE	74
75	PSYCHOLOGY	75
76	QUANTITY SURVEY	76
77	RUSSIAN	77
78	SECRETARIAL STUDIES	78
79	SOCIAL STUDIES	79
80	SOCIOLOGY	80
81	SPECIAL EDUCATION	81
82	STATISTICS	82
83	TEACHER EDUCATION	83
84	TECHNICAL DRAWING	84
85	TECHNICAL EDUCATION	85
86	THEATRE ARTS	86
87	URBAN AND REGIONAL PLANNING	87
88	VOCATIONAL EDUCATION	88
89	WOODWORK TECHNOLOGY	89
90	YORUBA	90
91	ZOOLOGY	91

25. **DOCUMENTS TO BE SIGHTED:** Respondents are to bring the following documents only for sighting. These are Birth Certificate or Declaration of Age, Letter of First Appointment, Academic/Professional/Proficiency Certificates etc. The documents are to be returned to them after sighting.

5.2 Form A2: BASIC INFORMATION ON SUBEB AND LGEA STAFF

This Form is to obtain Personal data of Personnel in SUBEBs, FCT UBEB and LGEAs. Every official will complete this instrument using HB Pencil.

GUIDES ON SHADING THE OMR FORM A2– SUBEB/LGEA PERSONNEL

THE FORM IS TO BE COMPLETED BY ALL MEMBERS OF STAFF IN SUBEBs AND LGEAs

IMPORTANT: USE HB PENCIL ONLY

1. **UBEC-CODE:** This is a combination of State and LGA Codes. UBEC has generated the Code for your State and Local Government, and this will be made available to you to enter in the appropriate section of the Form. Follow the Example below to enter the UBEC code.** provide example
2. **OFFICE CATEGORY:** Shade as appropriate where you currently work: e.g **SUBEB** or **LGEA**.
3. **GENDER:** Indicate your gender by shading **1 for Male** or **2 for Female**
4. **MARITAL STATUS:** Shade as appropriate if you are **Single, Married, Separated, Cohabitate (living together and not married) , Divorced or Widowed**.
5. **DATE OF BIRTH:** Enter your date of birth in the boxes provided and shade the corresponding circled number. *See the Example below*

Assume you were born on 13th May, 1976, enter 13 under Day column, 05 under Month column and 1976 under the Year column. Shade the appropriate circled number that corresponds to the Day, Month and Year entered, as demonstrated below.

10. DATE OF BIRTH							
DAY		MONTH		YEAR			
1	3	0	5	1	9	7	6
0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

6. **DATE OF FIRST APPOINTMENT:** Enter the date of your first appointment as stated in your official records and shade the corresponding circled number. *Follow the Example in 5 above.*
7. **SALARY GRADE LEVEL AT FIRST APPOINTMENT AND PRESENT SALARY GRADE LEVEL:** Enter your Salary Grade Level (GL) on entry into service and your present GL in the boxes provided and shade the corresponding circled number. *Follow the Example below.*** provide appropriate example*

8. **DEPARTMENT:** Indicate the **current Department** where you are deployed by shading the appropriate circled letter. *For those in the Department of **Planning, Research and Statistics**, you should indicate your Unit by shading the appropriate circled letter under **PRS. Drivers, Security and Clerks** are all under the Department of Administration.*
9. **COMPUTER LITERACY:** Shade **Yes** if you have the ability to use computer and **No** if you do not.
10. **TYPE OF APPOINTMENT:** This is according to the Terms and Conditions of your engagement into the service as contained in your Letter of Appointment. Shade the appropriate circled number if appointment is “permanent and pensionable”, “contract” or “part-time”.
11. **NATIONALITY:** This is for Non-Nigerians. Shade the box
12. **HIGHEST ACADEMIC QUALIFICATION:** Enter the highest qualification *attained* in your academic pursuit. Only **ONE** letter that applies to you should be shaded.
13. **NAME OF STAFF:** Enter your name, in **Full** and **CAPITAL** letters, as registered with your employer. Leave a space between the names and shade the corresponding circled letters as they appear in the names. **Example:** *Assume your name is **OBI ADE ALI**. Enter the name as shown below, leaving a space between each name. Shade the appropriate circled letters that correspond to the name.*

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