



# Education Gazette



**VISION:** Educating the Child holistically for a peaceful and prosperous Fiji

**MISSION:** To provide a challenging teaching and learning environment, in partnership with stakeholders, that will nurture and empower the Child to become a competent member of society.

**TERM 1, 2007**

**Volume I**



## *Statement by the Interim Minister for Education- Hon Netani Sukanaivalu*

I greet you all in light of my appointment as the Interim Minister for Education. I must thank the Almighty God for this appointment, to once again serve in the Ministry of Education after a lapse of a number of years. I consider it a blessing and a privilege to join with all stakeholders to assist, in any way possible, the students of our beloved nation to reach their full potential and to achieve their dreams in life.

I am indeed grateful to my predecessor for the work achieved so far and I will try my best to carry on the good work. This being the beginning of a new academic year, I take this opportunity to thank you all very much indeed for your commitment and dedication last year. I hope, that after your holidays, you will embrace this year with much vigour, determination and a renewed commitment.

I seek your co-operation and support. It is only through team work and through building a culture of unity, that we can achieve the unachievable. Our priority is to tap into Fiji's most valuable resource- our children – and to nurture and love them in order to fully prepare them for life and its many challenges.

In conclusion, I am looking forward to working with you all and it is my prayer that our good Lord will continue to bless the children, teachers, parents and all those involved in the education process in our country today.

May God Bless us all!

### **Honourable Netani Sukanaivalu**

The Ministry of Education's vision of *Educating the Child holistically for a peaceful and prosperous Fiji* could not be better championed by any other than the newly appointed Interim Minister for Education, the Hon. Netani Sukanaivalu. The Hon. Minister is no stranger to the field of education, as he served at the Fiji Institute of Technology for close to twenty years. Mr Sukanaivalu began his teaching career at FIT in 1975 and he worked his way through the ranks from the position of Assistant Lecturer to Senior Lecturer, to Head of School of Maritime Studies, thence to Vice-Principal and finally, he became Principal of the Institute between 1990 and 1996.

Interestingly, in his tenure as Principal of FIT, Hon. Sukanaivalu began the foundation work to grant a measure of autonomy to FIT by the promulgation of special decrees and the establishment of the FIT Council. At the end of last year [2006], the FIT Act was finally passed.

One of his notable contributions to the discipline of Engineering, was the preparation of the syllabus for all engineering courses for FIT. These courses were aligned to the Blackpool and Fylde College, which is based in the United Kingdom. At the regional level, the Hon. Minister was responsible for the Marine Engineer Grades of Certificates for the Advisory Committee for Uniform Maritime Standards, a committee initiated by the Regional Shipping Council and S.P.E.C. This syllabus has been adopted by a number of countries in the Pacific and is still currently being implemented. The countries include Papua New Guinea, the Solomons, Nauru, Kiribati and Tuvalu and Fiji.

Hon. Sukanaivalu, originally from Ono-i-Lau, is a graduate of the World Maritime University in Sweden. He holds a Master of Science Degree and he also attended the Sydney Institute of Technology.

The Minister is no stranger to the civil service as he worked for the Marine Department between 1971 and 1975. Within the department, he held the positions of Chief Engineer, Marine Engine Surveyor, Fleet maintenance Engineer and Acting Fleet Superintendent in the Fisheries Division. Between 1999 and 2000, Hon. Sukanaivalu was the Director for Youth. This is after he held the position of Deputy Director in the Fiji Intelligent Services. The Hon. Minister was also a technical advisor in the Public Enterprise Unit.

Hon. Sukanaivalu joined the Navy Division of the Fiji Military Forces in 1989. After attending the Basic Recruit Course, he was commissioned as an officer in the rank of Lieutenant, Commander (Major). In 1992 he was promoted to the rank of Commander and from 1996 to 1997, he served as Officer in Command in the Fiji Battalion in Sinai.

During this period, he was also Force Field Liaison Officer for the Multinational Force and Observers. In a letter of commendation, the Chief of Staff then in the MFO, Colonel Frank Taddonio stated that **he is the best liaison officer in the Force** and that **he effectively co-ordinated numerous activities for this eleven nation Force with Egyptian and Israeli authorities.** Not surprisingly, the Hon. Minister's teaching skills were well-utilised by the Navy as he continued to teach engineering subjects to young recruits.

His service to the nation, has not gone unnoticed, as he was awarded the General Service Medal, the M.F.O Medal and Fiji's 25<sup>th</sup> Year Anniversary Medal.

His professional experience is not confined to the civil service as he was the Managing Director of Horeb Engineering Co. Ltd from 2002 till the date of his appointment as Minister. He also worked for Bish Limited [Engineers] in the early sixties and seventies as an apprentice fitter and turner. At a time when Civil Service Reforms are being implemented, the Hon. Minister's experience should leave the Ministry of Education in good stead as he brings with him some valuable and outstanding management and administrative skills from the private sector.

The Hon. Minister is a seasoned seaman. He has travelled the high seas of the Pacific and other regions of the world as part of his in-service training to acquire the necessary sea-time to qualify for Second and First Class Engineers Exam. He has attended conferences and workshops in China, the Philippines, Japan, Australia, Singapore, Finland and London.

He has extended the use of his talents and skills on various boards and committees that he has served on.

Furthermore the humility that exudes from Hon Netani Sukanaivalu belies his years of experience and qualifications to lead.

He is a staunch Methodist and warm and loving husband and father. Notable amongst the high accolades attributed to Hon Sukanaivalu are the words of Dr.Rev Tuwere, former President of the Methodist Church in his reference where he states that "**Inspite of his high professional status Netani mixes well with people and is readily accepted by everyone. The Church is truly blessed to have a man like him in its rank.**"

The new Minister for Education is currently the church steward at Yarawa. He is also a lay pastor of the Methodist Church. On that note from a man of God, without doubt, Hon Netani Sukanaivalu is also a blessing to the Ministry of Education and the children of Fiji.



*Statement by the Chief Executive Officer-  
Education- Mrs Alumita Taganesia*

Welcome back to another new school year! I am sure the holidays were well-spent, meeting with relatives and rekindling old ties. As we begin another academic year, I take this opportunity to thank you all very much indeed for your commitment and dedication in 2006.

Education, as you are all aware is a life-time journey and the holidays are opportune stopovers to replenish the much-needed supplies for the continuation of the voyage and most importantly, it is a time to plan and set targets for the next leg of the trip.

To all new teachers, welcome to the teaching fraternity! I encourage you to learn all you can from the more experienced teachers in your school. Be a good listener and ask questions - about the school and its culture, systems and protocols; about the students and their general conduct; about their performance inside and outside the classroom; about the staff; about parents and their support for the education of their children; about the general environment and surrounding communities and lastly, ask yourself what you can do to contribute to the improvement of education in your school.

Senior teachers are requested to support all new teachers and to provide them with all the assistance they need. It is at this crucial stage that you all help one another set targets and formulate strategies to enhance the process of teaching and learning at your school.

The first few weeks of Term One should focus on getting to know your students well and fostering a relationship based on respect, trust, honesty, loyalty, diligence, commitment and maintaining order and discipline. When the ground rules are in place, and when students adhere to these rules, the teaching and learning process becomes much easier and more enjoyable.

Lastly, I do trust that you will continue to live up to the vision, mission, educational principles and educational values of the Ministry of Education.

You are always in my prayers and I take this opportunity to wish you all an enjoyable term.

## *A Note from the Editorial Team*



A happy new year to one and all! The new year, as you are most probably aware, has herald in a number of significant changes, the most prominent of which, is the appointment of a new Interim Minister for Education. Hon. Netani Sukanaivalu is no stranger to education and the introductory pages of this issue of the Education Gazette carries a photograph and the CV of the gentleman who will be at the helm of the Ministry of Education. As we welcome the new Minister, we also take this opportunity to thank sincerely the former Minister for Education.

Perhaps one of the most welcoming highlights of our 2007 budget has been the funds approved for the conversion of GIAs to TCS and CS. The Ministry shares with those long-time GIAs who worked tirelessly and silently through the years, the joy of having the same conditions and opportunities as other civil servants.

The Editorial Team is made up of teachers who were out in the field for many, many years and we have included some issues and topics that we know from our own experience were not quite clear to us in those days. Some of these include the procedures we should follow if we wished to visit Marela House during official hours, the conditions of leave that are approved by the civil service and other matters that we mere mortals need to be reminded of time and again. You will find these under the pages on "Reminders" and "Protocols and Procedures".

The Fiji Education Staffing Appointment System, also known as FESA, is one of the new initiatives put in place by the Ministry of Education. This was in response to the need to streamline the processes of staffing in the Secondary and Primary Sections. Read through the write-up and please spread the good news to others.

We have the usual reprint of circulars. Please go through each one of them as you need to familiarize yourself with the bigger picture right from the beginning of the year.

And again from the experience of the Editorial Team, we were once part of the disgruntled group who used to call Marela House and get transferred from one Section to another and not get to the officer we needed to speak with, before our phone-cards ran out of funds. We have printed the names of officers, their designations and their individual extension numbers. However, if you have not known, you do not need to go through the telephone operator to speak to anyone at Head Quarters. All you need to do is dial 3220 and the extension of the person.

In conclusion, we wish our new teachers all the best and advise that you take note of the hints provided by our CEO in her message.

Have an enjoyable term of teaching, nurturing and loving the children who have been entrusted to your care!

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## NOTICE TO ALL HEAD TEACHERS AND PRINCIPALS

PLEASE ENSURE THAT **ALL** MEMBERS AND MANAGERS OF SCHOOLS **READ** THE EDUCATION GAZETTE. **ALL TEACHERS ARE REQUIRED TO SIGN** THE SCHOOL COPY AS AN INDICATION THAT THIS HAS BEEN DONE



Please sign here to acknowledge that you have read the contents of the Gazette:

1.	16.	31.	46.
2.	17.	32.	47.
3.	18.	33.	48.
4.	19.	34.	49.
5.	20.	35.	50.
6.	21.	36.	51.
7.	22.	37.	52.
8.	23.	38.	53.
9.	24.	39.	54.
10.	25.	40.	55.
11.	26.	41.	56.
12.	27.	42.	57.
13.	28.	43.	58.
14.	29.	44.	59.
15.	30.	45.	60.

## TERM ONE IMPORTANT DATES

### TERM ONE DURATION

22nd January - 27<sup>th</sup> April, 2007 (14 weeks)

### PUBLIC HOLIDAYS

- \* Prophet Mohammed's Birthday, 2<sup>nd</sup> April, 2007
- \* Good Friday, 6<sup>th</sup> April, 2007
- \* Easter Monday, 9<sup>th</sup> April, 2007

### OTHER DATES

- \* Census Day, 8<sup>th</sup> February, 2007
- \* Coca-Cola Games, 27<sup>th</sup>- 28<sup>th</sup> April, 2007



A delighted group of students at the official launching of the *2007 Fiji Student Diary* thanks to the European Union. 74,000 diaries were published and would be distributed to secondary schools. Mr. Robert Deraeve; Charge'd Affairs, EU Delegation (pictured at back-right) and Ms. Gabriela Koehler-Raue; Head of Social Sectors-EU (pictured at back-left) represented the EU at the launch. Mr Filipe Jitoko, DSAF, (pictured at back-center) received the diary on behalf of the Ministry of Education.

## **FESA- FIJI EDUCATION STAFFING APPOINTMENTS SYSTEM**

The Ministry of Education has streamlined the application process for graduate teachers looking for work in 2007 by developing the Fiji Education Staffing Appointments System (FESA).

New graduates applying for a position with the Ministry will have their application details entered into FESA and will receive confirmation that their application has been received and registered.

Graduates will be contacted by the Ministry when a teaching position is available and will no longer need to queue at the Ministry to gain information about positions available.

The on-line resource provides graduates with a simplified means of applying for a position and provides up-to-date information so graduates will know how many appointments have been made.

The FESA system was developed as part of an on-going upgrade of the Ministry of Education's systems to enhance its business practices. It was developed in partnership with the Fiji Education Sector Project (FESP) and funded by the Australian Government.

Graduates can access this information at <http://www.education.gov.fj/>.



Teachers queuing up to check their appointments would soon be over with the implementation of FESA

## EXAMINATION NOTICES

### 1. EXAMINATIONS ADMINISTRATION DATES 2007.

Fiji Islands Literacy and Numeracy Assessment (**FILNA**), Fiji Intermediate (**FIE**), Fiji Eighth Year (**FEYE**), Fiji Junior Certificate (**FJCE**), Fiji Seventh Form (**FSFE**) and Fiji School Leaving Certificate (**FSLCE**) examinations administration dates.

<b>Examination</b>	<b>Closing Date for Entries</b>	<b>Closing Date for Late entries</b>	<b>Examination Date(s)</b>
FILNA	30 <sup>th</sup> March	27 <sup>th</sup> April	5 June
FIE	3 <sup>rd</sup> April	1 <sup>st</sup> May	12 July
FEYE	20 <sup>th</sup> April	18 <sup>th</sup> May	15 – 16 August
FJCE	2 <sup>nd</sup> July	27 <sup>th</sup> July	31 October – 8 November
FSFE	17 <sup>th</sup> July	7 <sup>th</sup> August	5 – 19 November
FSLCE	24 <sup>th</sup> July	14 <sup>th</sup> August	13 – 26 November

#### IMPORTANT

**No entries will be accepted after the closing date for late entries.**

### 2. EXAMINATION FEES

- 2.1 **Entry Fees** for **ALL** Examinations have been abolished.
- 2.2 For **FILNA**, **FIE** and **FEYE**, entries received after the closing date for entries will incur a late fee of **\$1.00 per candidate**.
- 2.3 In the **FJCE**, entries received after the **closing date for entries** will incur a **late fee of \$1.50 per subject**.

- 2.4 In the **FSFE** and **FSLCE**, entries received after the **closing date for entries** will incur a late fee of **\$2.00 per subject**.
- 2.5 A **transfer fee** (due to change of Examination center) of **\$3.00 per candidate** is applicable to **FJCE, FSLCE** and **FSFE**.
- 2.6 A **change of subject fee** is levied for any changes made after the closing date for late entries, for **FJCE - \$1.50 per change** and for **FSLCE & FSFE - \$2.00 per change**.
- 2.7 For Examination recount, a **recount fee** is levied as follows:  
**FJCE - \$2.00 per script, FSLCE & FSFE - \$5.00 per script.**

**Director  
Examinations & Assessment Unit**



**Deputy Secretary- Professional, Mr Ram Chandar receives the "Art and Craft- Book of Creative Ideas" from Mr. Teiji Takeshita, the Resident Representative of JICA. The book, which will be used in Art and Craft classes, is an initiative by JICA officers to share a touch of Japanese art, with students of Fiji.**

## TERM ONE REMINDERS .....

### 1. ANNUAL CONFIDENTIAL REPORTS [ACRs]

For 2006 ACRs will be used for assessment of performance. PMS has been shelved. 83.14% of the 8,751 officers in the Ministry have submitted their 2005 ACRs to HQ. ACRs for 2006 will be sent to schools shortly, with the relevant time-lines for their return to HQ.

### 2. OHS POLICY

School heads are reminded to ensure that hostels, classrooms and other school facilities are OHS compliant. An OHS policy has been developed by the Research & Development Unit and will be distributed to stakeholders within the first school Term of 2007.

### 3. CAPITAL PROJECTS

Capital Projects must be completed within 6 months from the time the building grant, hostel grant, compulsory education grant and ECE grant is deposited in the school's bank account.

### 4. CENSUS DAY

**8th February, 2007 (Week 3-Thursday)** is scheduled for the filling in of **SIMS 1** forms. All completed forms are to be forwarded to the Chief Executive Officer and attentioned to the Senior Education Officer- Statistics. **All forms** must reach HQ before **February 20th**.

### 5. PAST YEARS' EXAMINATION PAPERS

Past years examination papers are now on sale at the Government Bookshop in Suva. These past papers make good teaching resource material as well as good revision material.

### 6. RADIO PROGRAMMES

#### ***Domo ni Vuli***

This programme is aired on **radio station Domo i Viti- Voqa ni Veivanu (formerly known as Radio Fiji One)** every Sunday between 1:30- to 2pm and is aimed at our Fijian listeners, especially those in the outer islands who are not accessible to television and newspaper. Teachers in the rural areas are encouraged to tune into this programme as a lot of updates from different sections of the Ministry are announced.

Apart from the Sunday programme, there is also a short segment of *Domo ni Vuli* on Monday to Friday at 6:30am.

#### ***Gauna ni Vuvale***

This programme is aired on Mondays at 9.30 am. Both the programmes *Domo ni Vuli* and *Gauna ni Vuvale* usually contain advice and urgent messages from the Ministry. Teachers are also requested to listen to these programmes.

## **PROTOCOLS AND PROCEDURES- a timely reminder** .....

### **1. INDUCTION SESSIONS**

Head Teachers & Principals are requested to conduct INDUCTION SESSIONS with new (and old) teachers on issues like: the civil service values, civil service code of conduct, the code of ethics of the teaching profession, school culture, channels of communication, the effective use of time, the development of positive attitudes, etc.

### **2. VISITING HEADQUARTERS DURING OFFICIAL HOURS**

Officers from the position of Vice Principal [secondary schools] and Assistant Head Teachers [primary school teachers] down to assistant teachers are to obtain an approval/explanation in writing from their respective Principals or Head Teachers outlining the reason for their visit to HQ.

Upon arrival at HQ, proceed to either Primary or Secondary Section and produce the written approval from your Principal or HT. If you are to make a further visit to any other section e.g Salary Section, a written note will be given to you by the Primary or Secondary Section for you to produce upon visitation to the relevant section.

For Principals and Head Teachers, please obtain written approval from your District Education Officers before coming to HQ.

### **3. INTERNAL ASSESSMENTS (IA) - PILOT SCHOOLS**

Teachers are reminded to take note of the following:

1. Tasks and due dates
2. Task resources- planning and preparation and presentation
3. Thorough assessment of students' work
4. Students' names must be from their birth certificates
5. New Form 4 students in your school
6. Filling in Forms 1A and 1B
7. Marks entered and the rounding-off rules
8. Absenteeism
9. Importance of IA for Form 3s

### **4. ATHLETICS**

The Ministry of Education views with serious concern the occurrences of cheating and dishonest practices that has occurred in many of our school organized sporting events. The Primary School's FMF Athletics' meet last year, was an example that not only drew negative publicity, but also brought disrepute to the teaching fraternity. The Ministry does not condone such dishonest practices and hopes that the spirit of healthy competition will prevail.

## **PROTOCOLS AND PROCEDURES- a timely reminder** •••••

### **5. FUNDRAISING**

The Ministry of Education wishes to remind all school head teachers, Principals and school managements of the following as cited in Circular No.9/97; 1/8/97 in regards to Fundraising.

- All fundraising that involve the collection of money from the public must have a legal permit obtained from the District Officer seven days beforehand.
- These include lotteries, raffles and any game of chance where the prize money is over \$50.00
- Each school is allowed one fund raising activity per year to be held during the weekend or holidays.
- Any fundraising activity involving students to collect money from the public on the streets is not allowed.

Gaming Ordinance No.65 of 1968 spells out relevant interpretation of the Gaming Act and all are advised to adhere to it. Furthermore, it is advisable that students and teachers are not coerced into participating in such fundraising activities.

### **6. CORPORAL PUNISHMENT**

All teachers are reminded that corporal punishment has been banned in schools in Fiji by order of the High Court in March 2002.

The use of corporal punishment for whatever reason would directly contravene this court ruling and could lead to them facing legal challenges.

The Ministry has guidelines in place to assist schools and teachers in dealing with minor and serious disciplinary offences.

These guidelines form the Ministry's behavior management plan for schools and include parental involvement, student counseling, rehabilitation at home, disciplinary committees and even suspension as the last resort.

## PROTOCOLS AND PROCEDURES- a timely reminder

### 7. TYPE OF LEAVE

TYPE OF LEAVE	NUMBER OF DAYS	OTHER INFORMATION
<b>Compassionate Leave</b>	3 days in a year	Approval must be obtained <b>BEFORE</b> taking this leave
<b>Bereavement Leave</b>	3 days in a year	On the death of a close relative. Prior approval must be obtained when taking this leave
<b>Outpatient Sick Leave</b>	21 days in a year	Must be supported by a medical certificate obtained from a Registered Medical Practitioner. Cannot be accumulated. Of the 21 days, an aggregate of 6 days may be taken without medical certificates, provided the absence is of not more than 1 day's [24hours] duration at a time i.e you cannot take this for more than 1 day at a time and it should not exceed 6 days in a year.
<b>In-patient Sick Leave</b>	60 days sick leave on full salary in any one leave year of service	This can be extended to a maximum of 180 days by the PSC on the recommendation of a Medical Board
<b>Maternity Leave</b>	84 days entitlement per confinement	
<b>Sporting Leave</b>	Up to 60 days on full salary in any one year	Can be granted to an officer who is selected to be an official or a member of a national sporting team. Cannot be taken automatically. Officer must apply to the Ministry for approval, providing supporting documents
<b>Leave during probationary period</b>		Any leave or sick leave taken within the first 3 months of probationary appointment will be leave without salary.

**NOTE:**

- **Leave Allowance** is payable after completion of 12 years of **continuous** service. Thereafter the leave allowance is paid every 3 years of continuous service. This is payable upon application and at the rate applicable at the time of the application.
- Apart from sick leave, all requests for leave must be submitted in writing to your immediate superior [HT or Principal] together with supporting documents if any as necessary.



## CDU REPRINT

**CIRCULAR: 01/2007**

**From:** The Chief Executive Officer – Education  
**To:** All Head Teachers & Principals  
**Subject:** **SCHOOLS BROADCAST UNIT RADIO PROGRAMME**

1. This year the Schools Broadcast Unit will continue to offer 29 weeks of radio programmes to schools.
2. Radio Broadcast will commence in
  - Term 1 - 05/02/07 to 13/04/06 = 10 weeks
  - Term 2 - 21/05/07 to 29/06/07 = 6 weeks [1<sup>st</sup> part]
  - Exam Break - 02/07/07 - 06/07/07
  - Term 2 - 09/07/07 to 03/08/07 = 4 weeks [2<sup>nd</sup> part]
  - Term 3 - 10/09/07 to 09/11/07 = 9 weeks
3. Copies of the Timetable have been circulated to all schools, Divisional and District Education offices.
4. We are pleased to mention that due to the request from schools for a programme to address specific social issues of importance to students in upper primary, a Teen Magazine programme has been introduced in the Timetable - Tuesday 11:45am.
5. Teachers [Adult] Programme  
It is important to note that radio programme each day commences at 10:35am and end at 12:00pm noon.

The first programme specifically targets Teachers in primary and secondary as stipulated in the Timetable:

**Monday – 'EDUCATION BYTES'**

A magazine programme with a cornucopia of educational information.

**Tuesday – 'TEACHERS WORLD'**

Targets primary school teachers. Features CDU subject advisors and other tropical issues.

**Wednesday – BEMTUP/SING ALONG**

Two programmes offered on alternate weeks features BEMTUP officers at CDU. The Sing Along programme hopes to revive the interest in singing of folk songs in the three languages.

**Thursday – FOCUS/TECHVET**

Two programmes offered on alternate weeks specifically for secondary school teachers. Curriculum subject advisors for the secondary schools from CDU and TVET will feature.

**Friday – 'MAKING A DIFFERENCE'**

Specifically for Special Education and Early Childhood Education teachers. SEO's for the two sections and relevant topics will feature on alternate weeks.

**Please note that approved stakeholders of the Ministry of Education will also feature in the above programmes.**

6. Transmission  
Schools Broadcast Radio Programmes are transmitted through **FBCL Radio Fiji One [1]**. Please note well the coverage of our areas in the Timetable.
7. The Audio Visual Aid Catalogue has been updated and will be circulated to all schools.
8. Teachers Resource  
All children's programme are supported by specific Teacher Radio Guide that all schools should have.[with exception to the Current Affairs programme and Teen Magazine]

However, if your school does not have the required support materials, please contact us at the Schools Broadcast Unit.

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V.Kunabuli [Mrs]

for **CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS**

## CDU REPRINT

**CIRCULAR: 02/2007**

**From:** The Chief Executive Officer – Education  
**To:** All Principals of Secondary Schools  
**Subject:** **2007FIJIAN INTERNAL ASSESSMENT TASKS FOR FORM 3**

Please inform the **Head of Languages** and the **Fijian Language teachers of Form Three** that there are **three** Internal Assessment tasks that have to be carried out.

The tasks are as follows:

<b>Task Title</b>	<b>Due Date</b>	<b>Mode of Moderation</b>
<b>1.</b> Oral and Written Speech	Week 6 Term 1	School Moderation
<b>2.</b> Story Book Writing	Week 6 Term 2	District Moderation
<b>3.</b> Weaving Placemat	Week 6 Term 3	School Moderation

Tasks 1 and 3 ***samples are not to be sent*** to the Education District Offices or to the Curriculum Development Unit.

Tasks 1 and 3 marks are to be sent to the Curriculum Development Unit as soon as the school moderation is completed.

The Task 2 samples ***are to be sent*** to the District Offices and the Curriculum Development Unit for moderation at a later date in Term 3.

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Viniana Kunabuli [Mrs]

for: **CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS**

# CDU REPRINT

**CIRCULAR: 03/2007**

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary Schools

**Subject: CENTRALISED FSLC ENGLISH RESEARCH PROJECT MODERATION**

Please advise your **HOD Languages** and the **teachers of English of Form 6** that from 2007 onwards, **FSLC English projects** will be moderated at various centers. You are requested to send **5 samples** per stream of your English projects to the Education Office in each division respectively.

Education Office [**Labasa**]- All schools in the Northern Division

Education Office [**Lautoka**]- All schools in Sigatoka, Nadi, Lautoka and Yasawa Islands

Education Office [**Ba**]- All schools in Ba, Tavua and Rakiraki

**CDU** - All schools in the Central and Eastern Division

<b>Moderation dates:</b>			<b>Venues</b>
Week 12	09/04/07-	12/04/07	CDU
Week 13	16/04/07 -	19/04/07	Central College, Lautoka
	16/04/07 -	19/04/07	DAV College, Ba
Week 14	23/04/07 -	26/04/07	Education Office, Labasa

The earlier circulars of 2005 regarding criteria, due dates and repeaters' projects remain effective. Follow the 2006 Moderation Reports closely in order to ensure that projects are done exceptionally well.

Attached please find the moderating schedule and the divisions for your schools

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Viniana Kunabuli [Mrs]

for: **CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS**

**FSLC ENGLISH PROJECTS  
MODERATION SCHEDULE FOR 2007**

<b>WEEK</b>	<b>CENTRE</b>	<b>No. of Schools</b>	<b>Officer-in-Charge</b>
<b>12</b> <b>Term I</b>	Suva – CDU	30 [Suva, Navua] 4 Days	Asha Rao
	Suva – CDU	33 [Eastern Schools, Nausori, Tailevu Naitasiri] 4 days	Lusiana Senibulu
<b>13</b> <b>Term I</b>	West – Lautoka Central College	32 [Lautoka, Nadi, Sigatoka] 4 Days	Asha Rao  Lusiana Senibulu
	West – DAV College - Ba	19 [Ba, Rakiraki, Tavua] 4 Days	
<b>14</b> <b>Term I</b>	North – Education Office	28 [Labasa, Savusavu, Taveuni] 4 Days	Lusiana Senibulu

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 Viniana Kunabuli [Mrs]  
 for: **CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS**

# CDU REPRINT

**CIRCULAR: 117/06**

**From:** The Chief Executive Officer – Education

**To:** All Head Teachers

**Subject: 1] REMINDERS FOR SUBSTITUTE TITLES FOR ENGLISH ACTIVITY BOOKS, CLASSES 3-4  
2] SUBSTITUTE TITLE FOR CLASS 3  
3] SUPPLEMENTARY MATERIALS FOR CLASSES 1 & 2**

**1.0** I wish to remind you about Circular 181/02 that informed you about the **Classes 3 & 4 substitutes.**

**1.1** Some of our recommended titles for Classes 3&4 have been out of stock for some time and had not been reprinted.

**1.2** Some titles were recommended to replace them and these are detailed below

NO	Old Titles	Substitutes	Author	Class\Term	Supplier
1	Ten Sloppy Caterpillars	Cabbage Caterpillars	Gavin Bishop	Class 3\T 1	Textbook Wholesalers
2	My Bike	Mrs Barnett's Birthday	Diana Noonan	Class 3 \T1	Textbook Wholesalers
3	My Sloppy Tiger	Tess and Paddy	Joy Cowley	Class 3\T2	Textbook Wholesalers
4	The Big Family	Mother's Day Harmony	Maria Mckernan	Class 3\T3	Textbook Wholesalers
5	Soup	Vegetables Make Me Laugh	Heather Dark	Class 3\T 3	Textbook Wholesalers
6	The New Car	A Helping Hand	Kathryn England	Class 4\T 2	Textbook Wholesalers
7	The Traveller and The Farmer	That's My Boy	Sue Whiting	Class 4\T 3	Textbook Wholesalers
8	Nothing to be Scared About	Yawn, Yawn, Yawn	Ruth Dover	Class 4\T 3	Textbook Wholesalers

**2.0** Below are the **new substitutes for other Classes 3 & 4 textbooks** that had been out of stock as well.

No.	Old Titles	Substitutes	Author	Supplier
1	Words	Great Big Spelling Problems	John Carr	Textbook Wholesalers
2	Number One	20 Questions	John Lokeyer	Textbook Wholesalers
3	Did You Say Fire	Bush Fire	Elizabeth Best	Textbook Wholesalers
4	Blackbird's Nest	A Dolphin in the Net	John Lockeyer	Textbook Wholesalers
5	The Hungry Giant	Forgetful Giraffe	Dot Meharry	Textbook Wholesalers
6	A Quilt for Kiri	Too Good to Waste	Sue Whiting	Textbook Wholesalers
7	Thank You	Lucy's Luck	Peter Southey	Textbook Wholesalers

**2.1** For **Classes 1 & 2 supplementary materials** please refer to the list below

- i) ***Sunshine Early Emergent Fictions***  
(36 Small books & Teachers Notes and Activities)
  - ii) ***Sunshine Emergent Fictions***  
(Sets A-D X 32 Titles & Teachers Notes and Activities)
- } **CLASS 1**
- iii) ***Sunshine Emergent Fictions***  
Sets E-J X 48 Titles & Teachers Notes and Activities
- CLASS 2**

\_\_\_\_\_  
V. KUNABULI(Mrs)  
**for: CHIEF EXECUTIVE OFFICER- EDUCATION, YOUTH & SPORTS**

## **CDU REPRINT**

### **CIRCULAR: 115/2006 [SECONDARY]**

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary Schools

**Subject: RESOURCES FOR FORM 3IA TASKS - 2007**

Please ensure that your resources for IA Tasks are ready at the beginning of Term I, 2007.

**1.1** Orders for resources should be placed before the end of this year so that there will be no delay in doing the tasks next year.

**1.2** Outlined below are the resources that will be required for each subject area:

#### **1.2.1 English**

◆ Manila folders or medium Exercise books for Research Projects for Tasks 2.

#### **1.2.2 Fijian**

- ◆ 20-25 dried pandanus leaves per student
- ◆ Novel - Nai Tukuni Ni Veikau [A i Matai]  
- Na Qara Ni Yau Nei Solomononi Na Tui

#### **1.2.3 Social Science**

- ◆ Manila folders needed for 2 separated tasks [1 folder per task per child]
- ◆ Measuring tape [1 for every stream] for the map drawing
- ◆ Crayons

#### **1.2.4 Commercial Studies**

- ◆ Folders/Foolscaps- Task 1
- ◆ Scrap Book[ create their own]- Task 3
- ◆ Crayons

### 1.2.5 Basic Science

Task No.	Title	Resources Needed
1	Growing Crystals	<ul style="list-style-type: none"><li>◆ Hydrated Copper sulphate [500g]</li><li>◆ Gas burners</li><li>◆ Beakers</li><li>◆ Test tubes</li><li>◆ Spatula</li><li>◆ Writing paer</li></ul>
2	Poster	<ul style="list-style-type: none"><li>◆ Vanguard sheets/TD paper [A3 size]</li><li>◆ Crayons/colored pen/paint/speed ink/coloured pens</li><li>◆ Clear plastic for cover</li></ul>
3	Construction of a Pin hole Camera	<ul style="list-style-type: none"><li>◆ Old tin fish</li><li>◆ Vanguard sheet [1]</li><li>◆ Pentel pen</li></ul>
4	Plant Observation	<ul style="list-style-type: none"><li>◆ Writing paper</li><li>◆ Pot plants or plants located in the school compound</li></ul>

#### NB

- ∅ Only Task 1 needs the use of the laboratory because of the heating process involved.
- ∅ The number of the apparatus and chemicals listed needed for Task 1 depends on the number of your students and streams in your school.
- ∅ It is recommended that schools use the existing apparatus for Task 1 unless the number is not enough.
- ∅ Being mindful of your resources in schools, Basic Science tasks allows for group work.
- ∅ Resources for writing paper and for Tasks 2 & 3 can be borne by the students

### 1.2.6 Maths

- ∅ Vanguard sheets
- ∅ Rulers [Maths]
- ∅ Pencils [Maths]

### 1.2.6 Hindi Translation Task

- Ø Needs – English to Hindi Dictionary [**By – Father Camil Bulcke**]
- Ø Hindi to English Dictionary [**By – Har Deo Bahari**]

**1.2.6.1** Dictionary Task – Hindi to Hindi Dictionary “Nalando Vishal Shabd Sagar [**By – Shree nawalji**]

### 1.2.6.2 Other Materials

- Ø Vanguard sheets
- Ø Crayons

**2.0** If students are expected to buy their own resources apart from the photocopying papers then it is advisable for the school to purchase these and sell at the school.

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Viniana Kunabuli [Mrs]

for: **Chief Executive Officer – Education, Youth & Sport**



Two students of St Thomas Aquinas Primary School , Lami, waiting patiently for their school bus

## CDU REPRINT

### CIRCULAR: 110/2006 [SECONDARY]

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary Schools

**Subject:** NEW FJC ENGLISH STORY BOOK

- 1.0** Please advise the **HOD Languages** and the **Forms 3 & 4 English Teachers** of the following:
- 1.1** As of **2007 onward**, the short story book, **Roots, will no longer be used at Form 3 level.**
- 1.2** The book, **Tali Magimagi, Weaving Stories** by Mrs Rejeli Racule will replace Roots only at Form 3 and Form 4 students in the 101 Pilot Schools, 2006.
- 1.3** All schools who will join the IA FJC Compulsory Education programme in 2007, will, **for the last time**, have their Form 4 students sit the **Normal FJCE Paper in 2007, using the book, Roots.**
- 2.0** The **Sole Distributor** of *Tali Magimagi* is the
- Institute of Education  
University of The South Pacific  
P O Box 1168  
SUVA**
- 2.1** The price of a copy is \$5.00 and the **contact person** is **Ms Anjula Devi.**
- Telephone Number:** 3232154, **Fax:** 3231553
- 2.2** You are encouraged to contact Ms Devi now and place your order before the year ends.

### **3.0 Form 3 Short Stories**

1. Kindness Has Its Own Reward - Jane O'Neill
2. A Peculiar Picnic - Frances Pene
3. The Home Coming - Shelvin Singh
4. The Brothers - Rejjeli Racule
5. There's No Such Thing As Accidents - Frances Pene
6. A Friend - Isimeli Tagicakiverata

### **3.1 Form 4 Short Stories**

1. The Same Day Twice - Sita Leki Finau
2. Fluke or Flair - Frances Pene
3. The Two Sharks - Cacilia Mnueli
4. Mateuteu [Be Prepared] - Pesi Fonua
5. Reshless Change of Feeling - John S Koninao
6. The Legend of King Arthur and The Sword In The Stone - Frances Pene

### **4.0 FJC English Paper – 2007**

**Only the Form 4 students** in the IA Pilot Programme **until 2006** will study the *Tali Magimagi* for the Pilot FJCE Paper, 2007.

As of 2008 onward, all Form 4 students will study the book *Tali Magimagi* for the FJCE Examination.

This circular has to be read by all teachers concerned.

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V Kunabuli [Mrs]

## **CDU REPRINT**

**CIRCULAR: 109/2006 [SECONDARY]**

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary Schools

**Subject: WRITING LETTERS FOR FORMS 3 & 4 AS OF 2007 ONWARD**

**1.0** Please advise the **HOD Languages** and the **Forms 3 & 4 English teachers** of the following:

**1.1 Form 3 Writing**

- Journal Writing
- Paragraph Writing
- Dictation
- Narrative
- Descriptive

**1.2 Form 4 – Pilot IA Programme Until 2006**

- Dialogue/ Conversation
- Speech Writing
- Letter to the Editor
- Expository

**1.3 Form 4 – Non IA Programme Until 2006**

Students should continue with the normal programme, keeping to the choice for the different types of writing.

**2.0 As of 2008 onward, all Form 4 students will do the writing listed in 1.2 above for the FJCE Paper.**

**3.0 Form 3 Letter**

Letter of Enquiry

**3.1 Form 4 – Pilot IA Programme Until 2006**

Letter of Application

**3.2 Form 4 – Non Pilot IA Programme Until 2006**

Students should continue studying **both letters in 3.0 and 3.1** above for the FJCE Normal Paper, 2007.

**4.0** As of 2008 onward, all Form 4 students **will only** study **3.1 above** for the FJCE Paper.

**5.0 This circular has to be read by all teachers concerned.**

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V Kunabuli [Mrs]

for: CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS



Students of Naidiri Bay Khalsa Primary School, Nadroga take a break to pose with their teacher.

# CDU REPRINT

## CIRCULAR: 108/2006 [SECONDARY]

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary Schools

**Subject:** POEMS AND DRAMA FROM 2007 - 2009

### **1.0** Please advise the **HOD Languages** and the **Forms 3 & 4 English teachers** of the following changes:

#### **1.1 Poems to be studied at Form 3 level are:**

- A Typical Tourist Day In Tonga - Rainbows
- Someone Needs You - Rainbows
- Urban Lights - Rainbows
- Money - Rainbows
- The Death of Ben Hall - Link 3
- Bishop Hatto - Link 3
- The Lonely Scarecrow - Link 3
- The Sea - Link 3

#### **1.2 The Drama that should be studied at Form 3 level are:**

- Poor John Poor Jean Selection of One-Act Plays
- Villa On Venus

### **2.0 Form 4 IA Pilot Schools Until 2006 – 101 schools**

#### **2.1** Poems to be studied are:

- Africas Plea - Rainbows
- The Pawpaw - Rainbows
- Better Life - Rainbows
- Island Fire - Rainbows
- The Paint Box - Link 4
- There is a Solemn Wind Tonight - Link 4
- Me, The Labourer - Link 4

**2.2** The Drama that should be studied are:

- A Different Kind of Woman                      Selection of
- The Guilty Generation                              One-Act Plays

**3.0 Form 4 Non IA Pilot Schools Until 2006.**

Students should study the poems and drama as prescribed by CDU since 2002, for FJCE Normal English Paper, 2007.

**3.1** As of **2008 onward, all Form 4 students** will study the poems and drama prescribed in **2.1 and 2.2 above.**

**4.0 This circular is to be read by all teachers concerned.**

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V Kunabuli [Mrs]

for: CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS



**Students from Navua returning home from school**

## CDU REPRINT

### CIRCULAR: 107/2006 [SECONDARY]

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary Schools

**Subject: NOVELS FROM 2007 ONWARD**

- 1.0** Please advise the **HOD Languages** and the **Forms 3 & 4 English teachers** of the following changes:
- 2.0** As from **2007 onward**, the following novels are to be studied **only at Form 3 level** until further notice.
- Either**        *The Silent One* by Joy Cowley
- Or**        *Island of The Blue Dolphins* by Scott O'Dell
- 3.0** **Form 4 IA Pilot Schools until 2006 – 101 schools**
- Either**        *The Village by the Sea* by Anita Desai
- Or**        *The Cay* by Theodore Taylor
- 4.0** **Non IA Pilot Schools until 2006**
- 4.1** Form 4 students should continue as in the normal programme, that is, they should **study 2 novels including the one studied in Form 3.**
- 4.2** As from **2008 onward**, **all Form 4 students** will study **either** *The Village by the Sea* or *The Cay*.
- 5.0** **This circular is to be read by all teachers concerned.**

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V Kunabuli [Mrs]  
for: CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS

# CDU REPRINT

**CIRCULAR: 105/2006 [PRIMARY/SECONDARY]**

**From:** The Chief Executive Officer – Education

**To:** All Head Teachers/ Principals

**Subject: CLASSES 1-8 AND FORMS 1 & 2 MATHEMATICS CURRICULUM 2007**

- 1.0 The following Mathematics Prescriptions are the current ones to be used in all schools.

<b>Class 8/Form 2</b>	<b>Revised 1997</b>
<b>Class 7/Form 1</b>	<b>Revised 1997</b>
<b>Class 5 &amp; 6</b>	<b>Revised 1996</b>
<b>Class 3 &amp; 4</b>	<b>Revised 1996</b>
<b>Class 1 &amp; 2</b>	<b>Revised 1996</b>

- 2.0 Pupil's Books for Classes 1,2,3,7 and 8 have been revised and are available from COGS and local bookshops. All schools are requested to use these books.
- 2.0 Pupil's Book for Class 4 is currently under revision.
- 3.0 Teachers' Books for all classes are available from ERC on request.
- 4.0 The External Examination Coverage for the two Primary Examinations 2007 are as follows:

**FIJI INTERMEDIATE EXAMINATION 2007**

**Based on all Class 5 work and concepts covered up to page 60 of Class 6 text**

**FIJI EIGHTH YEAR EXAMINATION 2007**

**Based on Class 7 Work [Units 1-10] and Class 8 [Units 1-7]**

- 5.0 Prescriptions and Teachers' Books are available from ERC if requests are made through:

The Acting Director [CAS]  
Curriculum Development Unit  
Ministry of Education  
Private Mail Bag  
Government Buildings  
**Suva**

- 6.0 Please ensure that all **teachers are made aware** of the contents of this circular.

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V. Kunabuli [Mrs]  
*for* **CHIEF EXECUTIVE OFFICER - EDUCATION**



A new year, a new term has come and it's all smiles for these Lami children who have been waiting patiently for the 2007 academic year to begin.

# CDU REPRINT

## CIRCULAR: 101/2006 [PRIMARY]

**From:** The Chief Executive Officer – Education

**To:** All Head Teachers and Principals with Classes 7 & 8, Forms 1 & 2

**Subject: ENGLISH LITERATURE - TITLES OF POEMS AND STORIES  
FOR CLASSES 7 & 8, Forms 1 & 2**

**1.0** Please be reminded that the titles of **Poems** and **Stories** for Classes 7 & 8\Forms 1 & 2 for 2006 to 2008 are as follow

**2.0 Class 7 \ Form 1 Titles** (2006, 2007, 2008)

2.1 **POEMS** (from "Leaves")

- a) Low Tide
- b) SSSSHH
- c) I Like to Sit
- d) My Ruined Village
- e) Mid-Year Holiday
- f) The Wrong Side of the Bed

2.2 **STORIES** – from "Pacific Folk Tales"

- a) Nambilak
- b) Rakshabandan
- c) Lucky Sema
- d) The First Bird and Fish
- e) The Sacred Spear-Head
- f) How Dakuwaqa was Beaten by Rokobakaniceva

**3.0 CLASS 8/FORM 2 TITLES** (2006, 2007, 2008)

3.1 **POEMS** (from *Leaves*)

- a) Diwali
- b) The Fog

- c) The ABC
- d) The Beach
- e) Loneliness
- f) Palolo Time

**3.2 STORIES** (from **"Myths and Legends of Fiji and Rotuma"** – Student Edition)

- a) The Prawns of Vatulele
- b) The God of the Summi of Gau
- c) How the Island of Rotuma Was Made
- d) How Serua Got Its Name
- e) The Gods Who Exchanged Trees
- f) The Dart Throwing Competition

**4.0 NOVELS**

3.2 The Novels to be studied in Class 8 are as follow:

- a) 2007 and 2009 - "**Swiss Family Robinson**"
- b) 2008 and 2010 "**Heidi**"

4.2 The novel "**Making Good**" will remain as Class 7 \ Form 1 text and will continue to appear in the FEYE paper. You will be informed of any changes should a new text is identified.

**5.0 DRAMA**

**5.1 "Treasure Island"** adapted from R. L. Stevenson by Malcolm Morgan will be studied at Class 8 \ Form 2.

**6.0 POETRY NOTES**

- 6.1 Poetry notes sent this year (2006) are for teacher's background reading and information.
- 6.2 The notes should help teachers understand how poetry works.

## 7.0 PRE-READING & PRE-WRITING ACTIVITIES

- 7.1 Be reminded that *pre-reading* and *pre-writing* activities are very important components of the teaching of English.
- 7.2 Teachers would be made to make connections between the children and the texts they are reading.
- 7.3 In the end, children will also be able to make links to their writing or presentations.

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V. Kunabuli [Mrs]

for **CHIEF EXECUTIVE OFFICER - EDUCATION**



Students of Sigatoka Methodist High School returning home after their first day at school.

## **CDU REPRINT**

**CIRCULAR: 88/2006 [PRIMARY]**

**From:** The Chief Executive Officer – Education

**To:** Head Teachers of Schools with Classes 7 & 8 and Principals of Schools with Forms 1 & 2

**Subject: FIJI EIGHTH YEAR EXAMINATION 2007- BASIC SCIENCE**

**1.0** There will be a single FEYE Basic Science paper for the year 2007.

**2.0** The paper will be based on the following:

**2.1.** Class 7 / Form 1 Prescription

**All of Units 1 to 8.**

**2.2** Class 8/Form 2 Prescription

<b>Unit 1</b>	Weather
<b>Unit 3</b>	The Land, Environment and Us
<b>Unit 5</b>	Separating Mixtures
<b>Unit 6</b>	Energy
<b>Unit 7</b>	Floating and Sinking

**3.0** Please ensure that the Class 8/Form 2 teachers are aware of the contents of this circular.

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V Kunabuli [Mrs]

*for:* **CHIEF EXECUTIVE OFFICER – EDUCATION, YOUTH & SPORTS**

## **SECONDARY REPRINT**

**CIRCULAR: 33/2006**

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary and Junior Secondary Schools

**Subject: CAREERS COUNSELLING IN SCHOOLS**

It has been noted from recent PSC and FAB Scholarship interviews that students have not been counselled on the careers they wish to take up in the future. Many students during the course of their interviews are lost and confused, evidence that they have been not taught Careers at all in their schools.

Principals, especially of Senior Secondary schools and Colleges are advised to ensure that their Forms 5, 6 and 7 students are given Careers counselling on a weekly basis. The school Timetable must have one period allocated for Careers every week for Forms 5, 6 and 7 and Principals must ensure that students are taught careers in this period.

It has been seen that in some schools, Careers periods are timetabled but the periods are utilized in the teaching of other subjects. Such practices must cease.

For assistance on all Careers matters, please do not hesitate to obtain information from the Careers Section of the Ministry of Education. Mrs. Rajput, the Senior Education Officer [Careers] can be contacted on telephone number 3311181 extension 271 for further clarification and assistance on this subject.

Yours faithfully,

Mr. Suliasi Lutubula  
for **CHIEF EXECUTIVE OFFICER EDUCATION YOUTH & SPORTS**

## **SECONDARY REPRINT**

**CIRCULAR: 32/2006**

**From:** The Chief Executive Officer – Education

**To:** All Principals of Secondary and Junior Secondary Schools

**Subject: SUBMISSION OF ACADEMIC TRANSCRIPT FOR POST PROCESSING**

It has been noted that delays in the processing of some posts by the Post Processing Unit of the Ministry of Education was due to the lack of vital information of the applicants.

Therefore, it has been decided that in future, when teachers submit their applications on GP 142 forms for advertised posts, they must include a certified copy of their Academic Transcripts together with a certified copy of their Degree or Diploma Certificates. Academic transcripts contain vital information on performance [GPA score], subject combinations, units taken and grades. These details are vital for determining which applicant is most suited for a post especially when two or three applicants are equally meritorious.

Please advise your teachers accordingly on this very important requirement.

Yours faithfully,

Mr. Suliasi Lutubula  
For **Chief Executive Officer – Education, Youth & Sports.**

# Ministry of Education Telephone Extensions

The Ministry wishes to apologise for the difficulty faced by many when they make telephone calls to Head Quarters and the system fails them.

To solve this problem, we have made an attempt to provide you with telephone extensions of officers at Head Quarters.

Now all you have to do is dial 3220 plus the extension number, which you can locate in the pages that follow.

