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Ms Ref.

Circular No: 37/2019

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Your Ref.

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Date

2020.01.31

All Provincial Secretaries of Education,  
All Provincial Directors of Education,  
All Zonal Directors of Education,

### Standardization of Zonal Education Offices

Zonal Education Offices play a vital and significant role in carrying out the services related to education which includes Educational Development, Educational Administration and Management within the system of education in Sri Lanka at regional level. A standard based evaluation methodology has been introduced with the objective of assuring the quality of the services rendered by these institutions continuously, systematically and optimally.

Accordingly, a self-evaluation method that can be implemented at Zonal Education Office level will be introduced. The guideline designed in relation to the aforesaid process of evaluation titled "Standardization of Zonal Education Offices" is introduced to the system of education by this circular.

Through this circular the services that align under the purview of the Zonal Education Offices have been introduced via 5 fields through this circular. These 5 fields are consisting of 15 standards, 45 requirements that shall be accomplished to achieve those standards, 57 criteria and 151 indicators. (Standardizing Zonal Education Offices guideline – page no.08)

The Zonal Director is able to work in compliance with the organizational structure of the Zonal Education Office whilst utilizing this guideline.

The roles and responsibilities of each institution in carrying out this process of evaluation are as follows.

#### 1. Zonal Education Office

- 1.1 The direct responsibility of execution of this circular is entrusted to the Zonal Director and a self/internal evaluation shall be carried out in accordance with the fields, criteria and indicators mentioned in the guideline on "Standardization of Zonal Education Offices".
- 1.2 Organize a programme to make all the officers of the Zonal Education Office aware of this process of evaluation.

- 1.3 Five committees consisting of officers related to each field shall be appointed by the Zonal Director and each committee shall consist of at least three members.
- Educational Administration
  - Educational Development
  - Educational Planning
  - General and Institutional Management
  - Financial Management
- 1.4 Each committee shall carry out an evaluation on or before 31<sup>st</sup> day of October every year based on the criteria and indicators related to each section. The information on evaluation shall be entered into the electronic data base ([www.moe.gov.lk/zoat](http://www.moe.gov.lk/zoat)). (Calculation of "Quality Index of the Zonal Education Office" and compilation of the "Overall Evaluation Report" of the respective Education Zone is automatically take place through the data base.)
- 1.5 Information on the indicators that shall be evaluated monthly in relation to the General and Institutional Management and Financial Management shall be entered to the data base on 30<sup>th</sup> day of each month.
- 1.6 The staff officer in charge of the Planning Unit shall monitor the process of entering information of evaluations carried out by each unit according to section 1.4, and report the progress to the Zonal Director of Education. Simultaneously, the same officer is responsible for filing and maintaining the hard copy of the overall report.
- 1.7 Appropriate programmes shall be implemented to conduct progress review meetings to discuss on the findings of monthly and annual evaluations and to ensure the efficiency of service providing of zonal education officers through feedback process.

## 2. Provincial Department of Education

- 2.1 Monitor the implementation of internal/self-evaluations.
- 2.2 Access the reports of the internal/self-evaluations carried out by the Zonal Education Offices that are included in the electronic data base.
- 2.3 Analysis, follow up and progress review on evaluation reports.
- 2.4 Carry out externally evaluations on the Zonal Education Offices as required.
- 2.5 Forwarding the facts to which special attention of the Provincial Ministry of Education/Ministry of Education shall be drawn in accordance with the findings of the evaluation.
- 2.6 Prepare and submit an Annual Report based on overall evaluation report to the Provincial Ministry of Education and the Ministry of Education.

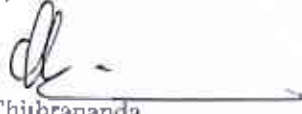
### 3. Provincial Ministry of Education

Analyze the findings of the evaluations and information included in the annual report presented by the Provincial Department of Education, review progress and take necessary actions.

### 4. Ministry of Education

Monitor the process of evaluation introduced to assure the quality of the Zonal Education Offices, carry out external evaluations on requirements and compilation of annual report.

Your special attention is hereby drawn towards the evaluation process of Zonal Education Offices and you are kindly informed to act according to the Provisions and instructions stipulated in this Circular.



N.H.M.Chithrananda  
Secretary  
Ministry of Education

- Copies:
- i. Hon. Minister of Education – For kind information please
  - ii. Hon. State Minister of Education - For kind information please
  - iii. Auditor General – F.I
  - iv. Secretary to the State Ministry of Education – F.I
  - v. Chief Secretary - ..... Province – F.I
  - vi. Additional Secretary (Planning) – Ministry of Education – F.I and F.N.A
  - vii. Additional Secretary (Education Quality Development) – Ministry of Education – F.N.A
  - viii. Additional Secretary (School Activities) - Ministry of Education – F.N.A
  - ix. Additional Secretary (Educational Reforms) – Ministry of Education – F.N.A
  - x. Additional Secretary (Education Services Establishment) – Ministry of Education – F.N.A
  - xi. Additional Secretary (Administration and Finance) – Ministry of Education - F.I
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  - xiii. Chief Accountant – Ministry of Education – F.I
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  - xv. Chief Accountant - ..... Provincial Department of Education – F.I