

# PLATEAU STATE GOVERNMENT

## Ministry of Education

TELEGRAMS: SECEDUCATE JOS  
www.plateaustategov.org



Ref. No. MOE/HCD/BED/2025/03

Private Mail Bag No. 2001,  
Jos, Plateau State,  
Nigeria.

Date: 15<sup>th</sup> March 2025

*All correspondence to be  
addressed to the Commissioner*

### CIRCULAR NO. MOE/HCD/2025/02

To:

1. Executive Chairman, Plateau State Universal Basic Education Board [SUBEB]
2. All Zonal Directors, SUBEB
3. All Education Secretaries, 17 LGAs
4. Director, Planning, Research & Statistics, MOE
5. All Relevant Stakeholders

#### **MANDATORY ADOPTION OF GUIDELINES FOR PREPARATION AND SUBMISSION OF CONSOLIDATED WORK PLAN FOR PLATEAU STATE BASIC EDUCATION BUDGET**

I refer to the Plateau State Government's commitment to improving transparency, accountability, and results in basic education financing under the Plateau HOPE, LEARN and BESDA programmes.

2. In line with this, the Guidelines for Preparation and Submission of a Consolidated Work Plan for Plateau State Basic Education Budget have been approved for use across all MDAs and LGAs involved in basic education planning and budgeting.
3. **Directive**
  - a. All listed recipients shall adopt and comply fully with the attached guidelines for the preparation of the FY 2025 consolidated work plan.
  - b. Submissions must follow the template in Annex 1, using the 2025 Chart of Accounts codes in Annex 2, and approved unit rates in Annex 3.
  - c. All capital projects must be geotagged and updated on the Plateau State Projects Dashboard in line with Annex 4.
  - d. A risk matrix using Annex 5 must accompany every submission.

- e. Completed work plans shall be submitted to the Directorate of Planning, Research & Statistics, MOE, on or before 31st March each year. Late submissions will not be processed for budget inclusion.
4. The Directorate of Planning, Research & Statistics shall conduct a technical review and return feedback within 14 days of submission. Only plans that meet the guidelines will be forwarded to the Ministry of Budget & Economic Planning for encoding.
5. Failure to comply with this directive will result in exclusion of the LGEA/MDA from capital allocation FY 2025 budget.
6. For clarification, contact the Directorate of Planning, Research & Statistics, Ministry of Education JD Gomwalk Secretariat Jos.
7. Please give this circular the widest circulation and ensure strict compliance.



**Dr Mrs. kacholom P. Gang**  
Honorable Commissioner  
31<sup>st</sup> -03-2025

**Attachment:** Guidelines for Preparation and Submission of a Consolidated Work Plan for Plateau State Basic Education Budget, **FY 2025 (Annexes 1-5)**

**cc:**

**Hon. Commissioner, Ministry of Finance.**  
**Executive Chairman, SUBEB**  
**Accountant General, Plateau State**  
**Director, Budget, Ministry of Budget & Economic Planning.**