

# GHANA EDUCATION SERVICE

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Ref. No. GES/HQ/P&T/IR/25/01



REPUBLIC of GHANA

HEADQUARTERS  
Ministry Branch Post Office  
P.O. Box M. 45  
ACCRA

23<sup>rd</sup> April, 2025

## ALL REGIONAL DIRECTORS OF EDUCATION

### COMMENCEMENT OF INTER-REGIONAL AND INTER/INTRA DISTRICT REPOSTINGS -2025

Management brings to the attention of all Regional/Metropolitan/Municipal/District Directors, the commencement of this year's Inter-Regional and Inter/Intra District reposting.

The process for G.E.S staff seeking for assurance remains unchanged. **(Please find attached the procedure and appropriate documents required).**

The issuance of Assurance letters should take effect from **Friday, 2<sup>nd</sup> May, 2025** and ends on **Monday, 2<sup>nd</sup> June, 2025**. Processing of InterRegional reposting applications to the Headquarters commences on **Tuesday, 1<sup>st</sup> July, 2025** to take effect from the beginning of the next academic year (**September, 2025**).


Kindly compile and forward to the GES Headquarters, list of all staff who have been given assurance in your Region.

Completed applications should be forwarded to the GES Headquarters latest by **3<sup>rd</sup> June, 2025**. **Please note that documents received after this date would not be accepted.**

Please note that a staff seeking re-posting, **can only** be released after the Director-General has **approved and issued out a re-posting letter to the applicant.**

Counting on your usual cooperation.

Yours Faithfully,

  
**ANGELA FRIMPOMAA NKANSAH (MS.)**  
**DIRECTOR, HRMD**  
**For: AG. DIRECTOR-GENERAL**

Cc: - The Ag. Deputy Director-General, MS.  
The Ag. Deputy Director-General, Q&A



## **PROCESS OF INTER REGIONAL REPOSTING FOR 2025/2026 ACADEMIC YEAR**

### **Step 1**

An Applicant seeks for an **Assurance** from their Region of choice through their **Metro/Municipal/District Directors of Education**.

### **Step 2**

- After securing the assurance letter, the applicant then applies for **Release** from his/her current **Metro/Municipal/District Education Office**.
- The **Metro/Municipal/District Director** writes a covering letter, after the applicant has completed an inter-regional transfer form and attached all necessary documents (Eg. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc).

### **Step 3**

The **Metro/Municipal/District Director** forwards the applicant's documents to the Regional Education Office for onward submission to the **Director-General** for the **final approval**.

### **Step 4**

After the Director-General's approval is given, the **Regional Director** issues a **release letter** to the applicant to complete the **reposting process**.

**NOTE: A teacher seeking Inter Regional reposting can only be released by the Regional Director after the Director-General has given final approval to the applicant.**



## PROCESS OF INTER DISTRICT REPOSTING FOR 2025/5026 ACADEMIC YEAR

### Step 1

An **Applicant** seeks for an **Assurance of Vacancy** from a preferred **Metro/Municipal/District** within the **Region**.

### Step 2

- After securing the **assurance letter**, the applicant then applies for **Release** from his/her current **Metro/Municipal/District** by attaching all necessary documents. (E.g. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc.).
- The **Metro/Municipal/District Director** then recommends the applicant's **Release** to the **Regional Director**.

### Step 3

The **Metro/Municipal/District Director** forwards the applicant's documents to the **Regional Education Office** for the **Regional Director** to give final **approval**.

### Step 4

After the **final approval** is given, the current **Metro/Municipal/District Director** and **Head of Basic/SHS** are informed accordingly.

**NOTE: A teacher seeking Inter District reposting can only be released when the Regional Director has given final approval letter.**

Step 3

Step 4



Ghana Education  
Service (GES)

## PROCESS OF INTRA DISTRICT REPOSTING FOR 2025/2026 ACADEMIC YEAR

### Step 1

An **Applicant** writes to the **Metro/Municipal/District Director** and attaches his/her current payslip, personal records form, certificates, bank clearance, etc. indicating his/her willingness to move from his/her current school to **another school within the Metro/Municipal/District**.

### Step 2

The **Metro/Municipal/District Director** gives the final approval when the applicant meets all the requirements.