



GOVERNMENT OF IMO STATE
IMO STATE UNIVERSAL BASIC EDUCATION BOARD
(IMSUBEB)



Your Ref:.....

Our Ref:.....IM/SUBEB/CH/V.II/016.....
(All Replies To Be Addressed To The Executive Chairman)

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Date: 18th March, 2025

To:

All Directors, IMSUBEB

All UNIT HEADS, IMSUBEB

All LGA Education Secretaries (ES)

EMIS Desk Officers (State & LGA)

All Head Teachers of Public Primary and Junior Secondary Schools

**MANDATORY ADOPTION OF STATE-APPROVED GUIDELINES FOR THE DEVELOPMENT OF
CONSOLIDATED BASIC EDUCATION WORKPLANS (ANNUAL OPERATIONAL PLAN – AOP)**

The Imo State Universal Basic Education Board (IMSUBEB) remains committed to strengthening planning, budgeting, and service delivery across the basic education sub-sector in alignment with national priorities and the Universal Basic Education Commission (UBEC) framework.

In line with ongoing reforms to improve data-driven decision-making, transparency, accountability, and learning outcomes, all departments, units, and education authorities are hereby directed to strictly comply with the State-approved guidelines in the preparation and submission of their Consolidated Annual Operational Plans (AOPs).

DIRECTIVE OF THE EXECUTIVE CHAIRMAN

By this circular, the Executive Chairman of IMSUBEB mandates full compliance with the following:

ALL WORK-PLANS MUST:

- Align with UBEC and State Education Strategic Priorities:
Ensure that all planning processes reflect the Universal Basic Education (UBE) goals, State Education Sector Plans, and key intervention areas such as access, equity, quality, and governance.
- Integrate Education Management Information System (EMIS):
All plans must be data-driven, utilizing verified EMIS data for enrollment, infrastructure, teacher distribution, and learning indicators.
No plan will be approved without complete, accurate, and validated EMIS data entries.
- Incorporate Annual School Census (ASC):



All schools and LGA authorities must ensure timely and accurate participation in the Annual School Census (ASC) as a critical input for planning and resource allocation.

- Reflect Teacher and School-Level Needs:

Include provisions for teacher recruitment, deployment, training, and welfare, as well as school-level requirements such as infrastructure, teaching/learning materials, and digital tools.

- Promote Harmonization and Efficiency:
All units must collaborate to eliminate duplication of interventions and ensure optimal utilization of resources across SUBEB, Ministry of Education, and UBEC-supported programmes.

- Strengthen Digital Education and Innovation:

Plans must include integration of digital learning tools, EMIS platforms, and technology-enabled monitoring systems to support effective service delivery.

- Ensure Compliance with UBEC Funding Requirements:
All proposed activities must align with UBEC intervention guidelines to guarantee eligibility for funding support and timely fund release.

IMPLEMENTATION GUIDELINE

To ensure compliance:

All work plans shall be consolidated into a single, unified Annual Operational Plan (AOP) effective from the 2026 planning cycle.

Any submission that fails to meet these requirements will not be approved and may result in delay or non-release of funds.

EMIS and ASC compliance shall serve as a precondition for planning validation and approval.

GENERAL INSTRUCTION

All stakeholders are to treat this directive with urgency and ensure full implementation within their respective jurisdictions.

The Board will provide necessary technical support through the EMIS Unit, Planning Department, and UBEC Coordination Desk to ensure smooth compliance.

CONCLUSION

This directive underscores IMSUBEB's commitment to data-driven planning, improved accountability, and enhanced quality of basic education delivery in Imo State.

Please accept the assurances of my highest regards.

Hon. Chief Egboh Chidiebere
Executive Chairman