



REPUBLIC OF KENYA

**MINISTRY OF EDUCATION**  
**State Department of Early Learning and Basic Education**

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**REF: MOE.HQS/3/13/3**

**Date: 15<sup>th</sup> August, 2018**

All Regional Education Coordinators

All County Directors of Education

**RE: DISBURSEMENT OF FREE DAY SECONDARY EDUCATION FUNDS FOR  
SECOND TERM- TRANCHE 2, 2018**

The Ministry of Education has released **Tranche 2 of second term** balance of free day secondary education funds at a capitation of **KShs.2,346.60** per student. Vote Head break down for the utilization of funds is as follows:

- **Tuition KShs.500.00**
- **Operation KShs.1826.64**

**Tuition account**

S/No	Item	Amount (KShs.)
1.	Text books	0
2.	Exercise books	150.00
3.	Laboratory equipment	120.00
4.	Teaching/learning materials	100.00
5.	Chalk	20.00
6.	Reference/library material	85.00
7.	Internal examinations	25.00
<b>Total</b>		<b>500.00</b>

**Operation account**

S/No	Items	Amount (KShs.)
1.	Repairs maintenance and improvement	128.07
2.	Local travel and transport	109.59
3.	Electrical water and conservancy	164.39
4.	Administration costs	164.39
5.	Activities fees	164.39
6.	insurance (medical and property cover	0
7.	Personal emolument	1095.81
<b>Total</b>		<b>1826.64</b>

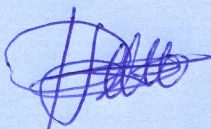


All principals must acknowledge receipt of funds by issuing school official receipts to the Principal Secretary, State Department of Basic Education for both Tuition and Operation Accounts with copies to the Sub County Directors (SCDEs) and County Directors of Education (CDEs).

These must be received within one month of receipt of funds, failure to which further release of grants to such schools will be suspended. Individual students will sign form-lists showing their admission numbers and full names as in the admission register indicating the amount awarded. The list should be attached to the payment voucher kept in the school as per procedure and every student issued with a school official receipt for the allocation.

It is the responsibility of every County Director and Sub-County Director of Education to authenticate and monitor the accuracy of enrolment data of their schools as reflected in the copies of disbursement schedules released to them after every disbursement. The disbursement schedule data should be verified by the SCDE against the signed template earlier submitted to the Ministry on school enrolments. *Any discrepancy should be communicated to the Ministry within 14 days of receipt of this circular for further necessary action.*

All County Directors of Education are asked to circulate the contents of this letter to all principals of public secondary schools within their jurisdiction.



**Paul Kibet, OGW**  
**FOR: PRINCIPAL SECRETARY**

C.C

Cabinet Secretary, Ministry of Education

Principal Secretary State Department of Basic Education

Secretary/CEO, Teachers Service Commission

Director, School Audit Services

Chairman, Kenya Secondary School Heads Association (KESSHA)