



CROSS RIVER STATE GOVERNMENT
MINISTRY OF EDUCATION
OLD SECRETARIAT COMPLEX, CALABAR

21st March, 2025

All Departments, Agencies, and Parastatals
Under the Ministry of Education

Adherence to Guidelines for the Preparation and Submission of Annual Consolidated Work Plan and Budget

In accordance with the guidelines for the preparation and submission of the Annual Consolidated Work Plan and Budget, all Departments and Agencies under the Ministry of Education are hereby directed to ensure strict adherence to the procedures outlined in the attached guidelines.

The preparation of the Annual Work Plan and Budget is a crucial part of ensuring effective planning, monitoring, and evaluation of our educational initiatives. This exercise supports the Ministry's commitment to transparent resource allocation, efficient project implementation, and achievement of set goals for the year.

Key Points to Note:

1. Adherence to Submission Deadline:

You are required to submit your work plan and budget document as provided for in the State Budget calendar.

2. Guideline Compliance:

The submission should be in strict alignment with the guidelines, as provided by the Ministry. These guidelines ensure that the preparation process is standardized, and all necessary components are included.

3. Document Format:

All documents must be submitted in the prescribed format as detailed in the guidelines. Incomplete or incorrectly formatted submissions will not be accepted.

4. Review and Approval Process:

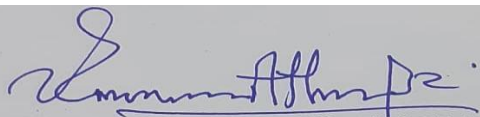
Submissions will undergo a review process to ensure they meet all required criteria, including the alignment with Ministry priorities, effective use of allocated resources, and clear deliverables.

5. Clarifications and Support:

For any questions or clarifications regarding the guidelines, MDAs are encouraged to contact the Head, Planning, Research and Statistics in the Ministry of Education for assistance.

It is important to ensure that all submissions are comprehensive, accurate, and timely to facilitate smooth budget preparation and implementation every fiscal year.

Kindly ensure your full compliance and cooperation in this regard.



Bar. Francis A. Oyije (FICMC)
Permanent Secretary
for: Commissioner for Education