

MITUA GIRLS SECONDARY SCHOOL



Our Motto

STRIVE FOR THE BEST

Our Mission

**TO NURTURE THE GIRL CHILD WHO
WILL COPE WITH FUTURE CHALLENGES
RESPONSIBLY**

Our Vision

**WE ARE TO ACHIEVE OUR EXCELLENCE
IN UNITY, HARDWORK, SERVICE AND PRAYER.**

Core Values

**- GOD FEARING &
PRAYERFUL**

- HARD WORK

- HONESTY

- DILIGENCE

SERVICE DELIVERY CHARTER

NO	Services Rendered	Officer Incharge	Requirments	User Charges	Timeline
1.	Enquiries	- Secretary	- Nil	- FREE	5-10 Mins
2.	Response to written correspondence	- Principal	- Correspondence (letters / circulars) sent to schools	- FREE	3 Days
3.	Admission of Form 1 students	- Principal	- K.C.P.E sub-county merit list / K.C.P.E result slip	- FREE	2 Weeks
4.	Admission of students to other forms	- D.O.S / Principal	- Availability of vacancy, academic performance, transfer document and interview	- FREE	2 Days
5.	Handling of Students disipline	- Deputy Principal / Principal	- Reported cases and evidence	- FREE	Immediately
6.	Handling of Staff discipline	- Principal / B.O.M	- Reported cases and evidence	- FREE	2 Weeks
7.	Syllabus coverage	- Principal /D. Principal H.O.Ds	- Checking of professional documents and students work	- FREE	Continuous
8.	Students exam administration	- D.O.S	- Examination papers and marking schemes	- FREE	Twice a term
9.	Examination analysis and release of results	- D.O.S	- Examination results from various subjects	- FREE	2 Days
10.	Appraisal of staff	- Principal /D. Principal	- Staff apraisal tools	- FREE	Continuous
11.	Participation in co-curricular activities	- H.O.D Games	- Preparing teams in various activities	- Activity fees	M.O.E calendar of events
12.	Registration of Form 4 candidates for K.C.S.E	- D.O.S / Principal	- K.C.P.E Certificate, birth certificate, digital passport size photos	- Free	KNEC Timeline
13.	Parents / Stakeholders visits	- Respective officer to be seen - Respective office to visit	- Signing of visitors book at the gate	- FREE	Through out the year
14.	Guidance and couseling	- H.O.D (Guidance and Counseling	- Availability of clients	- FREE	Continuous Immedietly
15.	School tender award	- Deputy Principal / tender committe	- Dully filled tender application form	- Ksh. 1000	1 Month
16.	Payment of goods and services	- Bursar / Principal	- Invoice, Delivery note, L.P.O, Contract agreement etc.	- FREE	3 Days
17.	Recruiting of B.O.M employees	- B.O.M	- Availability of vacancy Basic qualifications	- FREE	2 Weeks
18.	Payment of school fees	- Bursar	- Bank deposit slip / pay bill	- FREE	10 Minutes
19.	Receiving of goods and services	- Bursar / Storekeeper	- L.P.O and Delivery note	- FREE	15 Minutes
20.	Release of K.C.S.E certificate, leaving certificate, result slip.	- Principal	- Clearance from the school	- FREE	30 Minutes

In the event that our services are offered contrary to the above standards please contact:

The Principal, MITUA GIRLS SECONDARY SCHOOL

P.O. Box 185 - 30205 Matunda Via Kitale.

TEL: 0725 214 497. Email: mituagirls36611220@gmail.com