



**EDO STATE GOVERNMENT
EDO STATE MINISTRY OF EDUCATION**

Block A, Education Hub, Iyaro – Benin City, Edo State.

Ref: MOE/BED/2025/02/001

Date: 3rd February 2025

CIRCULAR NO. MOE/2025/02

To:

1. Executive Chairman, Edo State Universal Basic Education Board [SUBEB]
2. All Education Secretaries, 18 LGEAs
3. Director, Planning, Research & Statistics, MOE
4. All Relevant Stakeholders

Mandatory Adoption of Guidelines for Preparation and Submission of Consolidated Work Plan for Edo State Basic Education Budget


I refer to the Edo State Government's commitment to improving transparency, accountability, and results in basic education financing under the Edo HOPE-EDU programme.

2. In line with this, the Guidelines for Preparation and Submission of a Consolidated Work Plan for Edo State Basic Education Budget have been approved for use across all MDAs and LGAs involved in basic education planning and budgeting.

3. Directive

a. All listed recipients shall adopt and comply fully with the attached guidelines for the preparation of the FY 2025 consolidated work plan.

- b. Submissions must follow the template in Annex 1, using the 2025 Chart of Accounts codes in Annex 2, and approved unit rates in Annex 3.
 - c. All capital projects must be geotagged and updated on the Edo State Projects Dashboard in line with Annex 4.
 - d. A risk matrix using Annex 5 must accompany every submission.
 - e. Completed work plans shall be submitted to the Directorate of Planning, Research & Statistics, Ministry of Education, on or before 31st March each year. Late submissions will not be processed for budget inclusion.
4. The Directorate of Planning, Research & Statistics shall conduct a technical review and return feedback within 14 days of submission. Only plans that meet the guidelines will be forwarded to the Ministry of Finance & Planning Commission for budget encoding.
 5. Failure to comply with this directive will result in exclusion of the LGEA/MDA from capital allocation in the FY budget.
 6. For clarification, contact the Directorate of Planning, Research & Statistics, Ministry of Education.
 7. Please give this circular the widest circulation and ensure strict compliance.



Dr. Emmanuel Paddy Iyamu

Honourable Commissioner for Education

Attachment: Guidelines for Preparation and Submission of a Consolidated Work Plan for Edo State Basic Education Budget, FY 2025 [Annexes 1-5]

cc:

Hon. Commissioner, Ministry of Finance
Hon. Commissioner, Ministry of Budget & Planning
Executive Chairman, SUBEB
Accountant General, Edo State