



# YOBE STATE GOVERNMENT OF NIGERIA

MINISTRY OF BASIC AND SECONDARY EDUCATION

IBB STATE SECRETARIAT COMPLEX

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Our Ref: \_\_\_\_\_ Your Ref: \_\_\_\_\_ Date: 25/3/2025

To:

**All Agencies in the Basic Education Sector**

**CIRCULAR:**  
**ADOPTION OF WORKPLAN GUIDELINES FOR BASIC EDUCATION**  
**SECTOR**

As part of our ongoing commitment to strengthen service delivery and ensure effective management of public resources, the Ministry of Basic and Secondary Education, in collaboration with the Ministry of Budget and Economic Planning hereby announces the formal adoption of the *Guidelines for the Preparation and Submission of Consolidated Workplan for the Basic Education Sector Budget*.

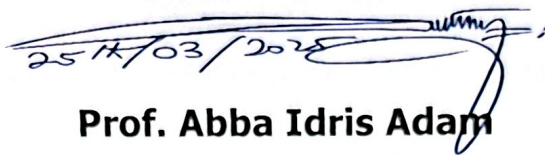
These guidelines provide a clear and unified framework for planning, implementation, monitoring, and reporting across all relevant agencies and stakeholders. They are designed to:

- Standardize the planning process and promote uniformity in execution across all levels.
- Improve collaboration and coordination among departments and agencies, streamlining efforts and avoiding duplication.
- Strengthen transparency, accountability, and equity in the allocation and utilization of education sector funds.

*All Correspondence to be addressed to the office of the Honorable Commissioner*

All agencies and stakeholders are hereby directed to adopt and strictly comply with these guidelines in the preparation and submission of their annual workplans. Submissions must meet the requirements outlined, including the use of National Chart of Accounts (NCoA) codes, geo-tagging of capital projects, and alignment with the State Fiscal Strategy Paper (SFSP) and Education Sector Strategic Plan.

Attached herewith is a copy of the approved guidelines for your reference and immediate implementation.

A handwritten signature in blue ink, appearing to read 'Abba Idris Adam', with a date '25/11/03/2028' written above it.

**Prof. Abba Idris Adam**  
**Honourable Commissioner**  
**Ministry of Basic and Secondary Education**