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No. DDEO(EE-M)/Dina/ 326
OFFICE OF THE DY. DISTRICT EDUCATION OFFICER
TEHSIL DINA, JHELUM.

DATED: 23-06-2020

EXPERIENCE CERTIFICATE

Certified that **Mr. Muhammad Saqib** is employed in this (School Education) Department as

- a) **ESE Sci-Math (BPS-09)** from **24-09-2012** to **21-12-2012** on contract basis.
- b) **SESE-MATH (BPS-14)** from **22-12-2012** to **25-03-2016** on contract basis.
- c) **EST (BPS-14)** from **26-03-2016** to **30-06-2017** on regular basis.
- d) **Assistant Education Officer (BPS-16)** from **01-07-2017** to date on contract basis.

The work of **Mr. Muhammad Saqib** while employed in this Department is admirable. The duties/job specifications are as follows:-

- **As ESE, SESE and EST**
 - 1) Teaching to primary (as ESE), Elementary and Secondary (as SESE and EST) Classes.
- **As Assistant Education Officer**
 - 2) Academic and administrative supervision of primary and elementary schools of Markaz.
 - 3) Classroom Observation and Mentoring of teachers.
 - 4) Monitoring of schools and help them to achieve targets of monthly indicators given by SED Punjab e.g. student and teacher attendance, student admissions and retention, literacy & numeracy drive, cleanliness, missing facilities etc.
 - 5) Implementation of initiatives taken by SED Punjab in schools.
 - 6) Field work related to private and public schools.
 - 7) Provision of all sort of data of primary and elementary schools of Markaz.
 - 8) Monitoring of each task in Markaz.
 - 9) Any other duty assigned by higher authorities.


DY. District Education Officer
(EE-M) Tehsil Dina

SAFDAR ALI
DY. DISTRICT EDUCATION OFFICER
TEHSIL DINA
BPS 18