



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity



MINISTRY OF EDUCATION AND SPORTS
LOGOS INSTITUTE OF FOREIGN LANGUAGES

Tel: 021 418120

No: **0456** /LIFL

Date : **28 Aug 2026.**

NOTICE

To: All department and teachers of the Logos Institute of Foreign Languages.

Subject: Standards and Conditions for the Selection of homeroom teachers.

In order to ensure the quality of student monitoring, evaluation, and effective counseling, the Logos Institute of Foreign Languages hereby issues this Notice to establish the standards and conditions for the selection of homeroom teachers, as follows:

1. Qualifications of Candidates for homeroom teachers

- Possess an educational qualification and knowledge and competency suitable to the assigned duties; have good personal character, be trustworthy, and serve as a good role model for students;
- Have a high sense of responsibility, honesty, and patience, and be willing to devote time to closely monitor and care for students;
- Have communication, coordination, and problem-solving skills, and be able to listen to and provide effective guidance to students;
- Have a thorough understanding of the Institute's rules, regulations, and organizational structure;
- Have no record of violating disciplinary rules or the Institute's professional code of ethics.

2. Specific Selection Conditions

- Must be able to serve as class advisor for 2–3 classes per semester;
- Must teach at the Institute at least 2–3 days per week, to ensure consistency in monitoring and supporting students;
- Must have sufficient time to lead and participate in activities and to provide counseling to students outside of teaching hours;
- Must be ready and willing to perform the duties of a class advisor in accordance with the roles and scope of authority set out by the Institute;
- Department are assigned to approach and identify candidates who fully meet these conditions, in order to propose their appointment for approval by the Rector of the Institute through the Academic Affairs Division.

3. Compensation

Homeroom teachers who are selected shall receive compensation in the form of a monthly allowance of 300,000 kip.

Accordingly, all concerned are hereby informed and requested to acknowledge and comply with this Notice.

Rector of the Institute

(Seal and Signature)

PhD. Jilsul CHUNG

