



Province of the
EASTERN CAPE
EDUCATION

Human Resource Planning & Provisioning Services

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HRM INSTRUCTION NO.7 OF 2013

TO : CLUSTER CHIEF DIRECTORS

CC : DISTRICT DIRECTORS

: EDO's

: SCHOOL PRINCIPALS

FROM : SUPERINTENDENT GENERAL

DATE : 10 OCTOBER 2013

SUBJECT : PPN 2014 POST DISTRIBUTION PROCESS

The Honourable MEC for education has on the 30th September 2013, according to the provisions of Section 5(1) of the Educator's Act, 1998 (Act 76 of 1998) declared a post basket for the public schools for 2014 academic year. The MEC has then handed the process of post distribution the HOD as cater for in the legislation.

The department has thus developed a management plan for the distribution of post as follows:

No	Activity	Time Frame	Responsibility
1.	Collection of 2014 pre-final post establishment from head office.	15 th Oct. 2013	HRP & District Directors
2.	Issuing of pre-final establishment to schools.	16 th Oct. 2013	District Directors and School Principals
3.	Submission back to District office of verified pre-final establishment by the Schools.	17 th -18 th Oct. 2013	School principals and EDO's
4.	Submission back to Head of verified establishment by the District offices.	21 st -22 nd Oct. 2013	District Directors and HRP&PS
5.	Final calculation and processing of school PPN 2014	23 rd -28 th Oct. 2013	PPN Task Team
6.	Collection of 2014 final post establishment from Head office by Districts.	29 th Oct. 2013	District Directors , HRP&PS
7.	Issuing by Districts of 2014 final establishment to schools	30 th Oct. 2013	District Directors, EDO's and School Principals

Your co-operation is always appreciated


M.L. NGONZO
SUPERINTENDENT GENERAL