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**OFFICE OF THE SUPERINTENDENT-GENERAL**

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Reference: 8/2/4/1/1

**HRM INSTRUCTION NO. 5 OF 2013**

**To:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS (HEAD OFFICE)  
DISTRICT DIRECTORS  
PRINCIPALS OF SCHOOLS  
LABOUR UNIONS

**FROM:** SUPERINTENDENT-GENERAL: EDUCATION

**DATE:** 10 SEPTEMBER 2013

**SUBJECT:** EXTENSION OF SERVICES OF TEMPORARY EDUCATORS FOR THE PERIOD  
1 OCTOBER 2013 TO 31 MARCH 2014

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1. Approval is herewith granted for the extension of the services of the **2354, 570, 997** and **1995** temporary educators for the period **01 October 2013 to 31 March 2014** in order to continue with the provision of educators for critical vacant educator posts. This approval is in respect of those temporary educators whose retentions/appointments have been approved during December 2012 and January/ February/ April and July 2013.
2. The conversion of the employment status of the **2354** and **570** temporary educators to permanent as per HRM Circular No. 3 of 2013 and HRM Instruction No. 1 of 2013 must have been finalized by now and the services of only those temporary educators who do not qualify for conversion to permanent for whatever reason must be extended until 31 March 2014.
3. Temporary educators appointed in terms of paragraph 2 of HRM Instruction No. 1 of 2013, i.e. qualified temporary educators whose service were terminated on 31 December 2011 and 31 December 2012 to fill substantive vacant Post Level 1 educator posts on the 2013 post establishments of schools, must therefore also be appointed until 31 March 2014.
4. District offices must obtain completed and signed "**assumption of duty forms**" from schools as well as the required appointment documents as per the prescribed checklists, where applicable, in respect of all those categories of temporary educators mentioned in paragraph 1 above and to arrange for either the capturing of the relevant transactions on PERSAL or submission of the appointment documents to the Directorate: HRA in the Provincial Office **not later than Friday, 11 October 2013**.
5. The required appointment documents as per the prescribed checklists in respect of temporary educators appointed in terms of paragraph 2 of HRM Instruction No. 1 of 2013, (qualified temporary educators whose service were terminated on 31 December 2011 and 31 December

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2012 appointed to fill substantive vacant Post Level 1 educator posts on the 2013 post establishments of schools) must be submitted by schools within 1 (one) week of the issuing of the letters of appointment to the relevant district office and, either be captured on the PERSAL system or appointment documents be submitted to the centralised payment project within another week thereafter.

6. Schools must confirm in writing if temporary educators have not reported for duty with the re-opening on Tuesday, 01 October 2013. The services of such temporary educators must immediately be terminated by district offices and the Provincial Office must be provided with information in that regard in the following format:

| DISTRICT | SCHOOL | SURNAME | INITIALS | PERSAL NO. | TERMINATION DATE |
|----------|--------|---------|----------|------------|------------------|
|          |        |         |          |            |                  |

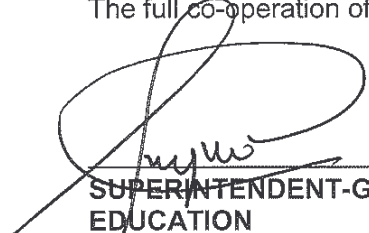
7. Information in this regard must be emailed to the following email addresses or submitted electronically not later than **Monday, 14 October 2013**:

**kevin.flanagan@edu.ecprov.gov.za**

OR

**llewellyn.stowman@edu.ecprov.gov.za**

The full co-operation of all relevant parties will be appreciated.

  
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SUPERINTENDENT-GENERAL:  
EDUCATION

DATE: 2013/10/09