



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT- GENERAL

*Steve Vukite Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 *REPLIC OF SOUTH AFRICA *
* Website: www.ecdoe.gov.za *

MEMORANDUM

**TO: DISTRICT DIRECTORS
CES – IDS & G
PRINCIPALS OF SCHOOLS**

FROM: OFFICE OF THE SG

DATE: 03 DECEMBER 2014

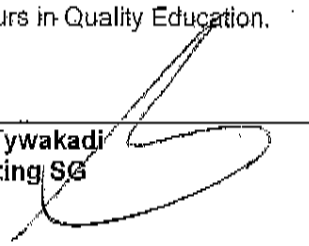
SUBJECT: RE – SUBMISSION OF SCHOOL FURNITURE NEEDS

By the directive of Honorable Deputy Minister of Education, all schools are herewith instructed, without fail, to submit to their respective district offices their furniture needs.

The indicated needs above must be in the attached template. CES's IDS & G are expected to submit their needs at East London Education Institute on Monday, the 08 of December 2014 in a meeting at 11h30 called by Department of Basic Needs (DBE).

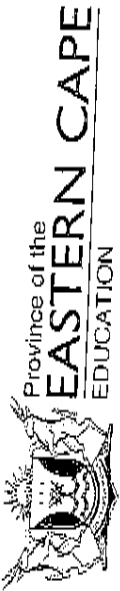
All Districts CES's IDS&G are expected to attend this important meeting without fail.

Yours in Quality Education.


R. Tywakadi
Acting SG

03/12/14
DATE





OFFICE OF THE SUPERINTENDENT GENERAL

EASTERN CAPE PROVINCE - FURNITURE NEEDS: 2015

| ANNEXURE 1 | |
|-----------------------------------|----------------------------------|
| Name of School | No. of Learners |
| 1 Desk Dual Grade R-3 | 2 Tables Grade R-3 |
| 2 Desk Dual Grade 4-5 | 3 Desk Dual Grade 4-5 |
| 3 Desk Dual Grade 6-8 | 4 Desk Dual Grade 6-8 |
| 4 Desk Single Grade 9-12 | 5 Grade R-3 Chairs |
| 5 Chair Plastic Grade 4-5 | 6 Chair Plastic Grade 6-8 |
| 6 Chairs Grades 9-12 | 7 Tables Kindergarten Gr. R |
| 8 Chair Kindergarten Gr. R | 9 Learner Tables Gr 4-5 |
| 9 Learner Tables Gr 6-8 | 10 Table Student Double Gr. 9-12 |
| 11 Table Student Single Secondary | 12 Total |

Principal (Print Name) _____ Signature _____ Date _____

EDO (Print Name) _____ Signature _____ Date _____

District Director (Print Name) _____ Signature _____ Date _____