



Province of the
EASTERN CAPE
EDUCATION

Human Resource Management & Development

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INTERNAL MEMORANDUM

TO:	CLUSTER CHIEF DIRECTORS ACTING DIRECTOR: HUMAN RESOURCE ADMINISTRATION DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA & P (DISTRICTS) PRINCIPALS OF SCHOOLS SCHOOL GOVERNING BODIES LABOUR UNIONS
FROM	ACTING CHIEF DIRECTOR: HRM & D
SUBJECT:	CONSIDERATION OF RECOMMENDATIONS AND ISSUING OF APPOINTMENT LETTERS IN RESPECT OF ADVERTISED HOD (PL 2) AND DEPUTY PRINCIPAL (PL 3) POSTS

1. Kindly note that, due to the recent industrial action by employees, major delays occurred in the administrative processes throughout the Department relating to, amongst others, the processing of appointments of the various categories of Educators (i.e. Substitutes, Temporary Educators, PL 1 Educators appointed in advertised posts, etc.) and School Supports Staff (i.e. Administrative Clerks, Security Guards, Drivers, etc.) who have already assumed duties as well as the consideration of the recommendations of School Governing Bodies (SGBs) and the issuing of appointment letters in respect of advertised HOD (PL 2) and Deputy Principal (PL 3) posts.
2. In order to ensure that Educators and Employees who have already assumed duties are paid with the remaining salary runs in December 2016, it has been decided that the consideration of the recommendations of SGBs and the issuing of appointment letters in respect of advertised HOD (PL 2) and Deputy Principal (PL 3) posts be put on hold and will therefore only be attended to in January 2017.
3. All relevant parties in the Department are kindly requested to assist in whatever way and to co-operate fully with the Central Processing Centre (CPC) in its efforts to ensure that Educators and Employees who have already assumed duties are paid with the remaining salary runs in December 2016.



MR. N. TSHIBO
ACTING CHIEF DIRECTOR: HRM & D

DATE: 25/11/2016

