



**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

Physical Address: Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608

Postal Address: Private Bag X 0032 ZWELITSHA, 5608 REPUBLIC OF SOUTH AFRICA

Website: ecprov.gov.za

**INTERNAL MEMORANDUM**

<b>TO</b>	<b>CLUSTER CHIEF DIRECTORS DISTRICT DIRECTORS CES: IDS &amp; G DEPUTY DIRECTORS: HRA &amp; P CIRCUIT MANAGERS SCHOOL PRINCIPALS</b>
<b>FROM</b>	<b>ACTING CHIEF DIRECTOR – HRM &amp; D</b>
<b>SUBJECT</b>	<b>MANAGEMENT OF PPN PROCESSES/ FOLLOW UP MEMORANDUM</b>
<b>DATE</b>	<b>23 OCTOBER 2017</b>

Districts are urged to note the following regarding the Management of 2018 PPN:-

**1. Closing date of Bulletins and Addendum:**

Closing date of all bulletins issued including Addendums is the **07<sup>th</sup> November 2017**. It is also requested that **ALL** schools be made aware of the arrangements. The closing date of the **09<sup>th</sup> November 2017** for addendums is therefore withdrawn and the new date is **07<sup>th</sup> November 2017**.

**2. Position on Transfers:**

All transfers of educators except for cross transfers are closed until **31<sup>st</sup> January 2018**. This is to allow for the movement of additional educators.

**3. Identification of Additional Educators:**

Districts are urged to stick to the Management Plan in the Identification of additional educators and further to this, all schools with additional educators **MUST** ensure that identification takes place in line with **Collective Agreement No 4 of 2016**.

Complexities that may arise as a result of identification of additional educators will have to be addressed through the office of the District Director to the office of the Superintendent General.

Districts **MUST** assist in ensuring that additional educators are supplied with copies of the closed bulletins together with its addendum. The same applies to temporary educators willing to apply to the closed bulletins.

**ACTING CHIEF DIRECTOR – HRM & D**

**23/10/2017**  
**DATE**