



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: * Website: www.ecdoe.gov.za

MEMORANDUM

TO:	CLUSTER CHIEF DIRECTORS DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA & P (DISTRICTS) PRINCIPALS OF SCHOOLS
FROM	HEAD: EDUCATION
SUBJECT:	REQUEST FOR INFORMATION ON OUTSTANDING SALARY PAYMENTS TO EDUCATORS/ EMPLOYEES

1. The Department initiated various appointment initiatives during 2016 and the beginning of 2017 for various categories of Educators and Public Service Act Employees. A very disturbing trend has been noted whereby the processing of such appointments and payment of salaries are unduly delayed. The norm should be that the payment of the salary of an appointee must be done in 30 days after assumption of duty.
2. All possible measures must be taken to ensure that the salaries of educators/ employees to whom appointment letters have been issued and who have already rendered services are done without further delay.
3. In order to obtain information on the extent of outstanding salary payments and to put special measures in place to resolve overdue payments, **Principals** are requested to provide the Provincial Office with a report of such instances by completing and submitting the attached spreadsheet **by close of business on Thursday, 16 March 2017.**
4. Duly completed spreadsheets (in Excel only) must please be emailed to hra8.doe@gmail.com, lmstowman@gmail.com and dorothyntombe@gmail.com
5. Failure to report outstanding salary payments for **duly appointed** Educators and Public Service Act employees will result in further delays.

MR. T.S. KOWANA
HEAD: EDUCATION

DATE: 10/03/2017

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