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**MEMORNDAM**

**TO : ALL DDG'S  
ALL CHIEF DIRECTORS  
ALL DIRECTORS AT HEADOFFICE  
ALL DISTRICT DIRECTORS  
ALL CIRCUIT MANAGERS  
ALL PRINCIPALS**

**FROM : THE SUPERINTENDENT GENERAL**

**DATE : 22 September 2017**

**SUBJECT : CIRCULAR 17/2017: INSTRUCTION ON REPORTING  
OF INCIDENTS WITHIN 2 HOURS OF THE  
OCCURRENCE OF THE INCIDENT**

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**BACKGROUND**

On 27 July 2017, I issued Circular 17/2017 dealing with the process of reporting incidents.

It is welcomed and appreciated that some principals are co-operating, and have been reporting incidents. It allowed the Department to assist the schools where possible, and to act proactively, protecting the image of the Department of education.

Unfortunately, it still happens too often that we hear of incidents in the media, placing the Department at an immediate disadvantage.

**INSTRUCTION**

DDG's, Chief Directors, Directors, District Directors, Circuit Managers and Principals are once again reminded of the instruction in terms of Circular 17/2017 to forthwith report any incident **within 2 hours** of the occurrence of the incident by completing the attached **Rapid Incident Report** and dispatching same to the following:

Fax : 086 661 7947  
E mail : [rir@ecdoe.gov.za](mailto:rir@ecdoe.gov.za)

Disciplinary action will be taken against any official who fails to comply with this instruction. In the event that your failure to report an incident within the stated timeframes, leads to financial implications for the Department, you may also be held liable to repay such financial loss to the Department.

  
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**T.S. KOJANA**

**Superintendent-General**

**Department of Education: Eastern Cape Province**

22/09/2017  
DATE