



OFFICE OF THE DEPUTY DIRECTOR GENERAL EPEM

Steve Vukile Tshwete Education Complex * Zone 6* Zwelitsha * Private Bag X0032 * Bhisho * 5605 * **REPUBLIC OF SOUTH AFRICA**

Date: 19 March 2018

Dear Principal

The ECDOE has begun preparing to deliver workbooks, textbooks and stationery to schools for 2019 academic year.

A new, improved ordering and delivery process has been adopted in order to ensure that LTSM is delivered to schools in October and November 2018 in preparation for 2019.

Orders for **workbooks** and **stationery** will be placed with suppliers using SA-SAMS March 2018 learner data. Please ensure that your school's learner numbers are accurate on SA-SAMS by this date.

A new ordering process has been introduced for **textbooks, literature books and readers**. The new process requires schools to place orders online and to submit these to their District LTSM Co-ordinator, who in turn will submit to the Lebonelitha Managing Agency. Catalogues for these books will be sent to schools on 15 May 2018. Schools must submit their orders to their district LTSM Co-ordinator by 20 June 2018.

The ECDOE will procure **Graded readers for all Grade R – 3** classes in the Eastern Cape. These will be ordered by the ECDOE.

In preparation for delivery of LTSM, schools are requested to ensure adequate storage facilities for books ordered. Schools offering Grades R – 3 should particularly prepare adequate space for two volumes of workbooks and graded readers.

In addition, schools are requested to have retrieval policies and practices in place. Attached is an example of School Retrieval Policy Guideline for your consideration.

Your co-operation in ensuring sound management of LTSM is appreciated.

Yours sincerely

Mr T. KOJANA
Superintendent-General

Date

23/03/2018