



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE DIRECTOR: ASSETS, FLEET AND MANAGEMENT

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TO : TO ALL PRINCIPALS AND EDUCATORS

Cc : THE SUPERINTENDENT – GENERAL
DDG – IOM
CHIEF DIRECTOR – IDM&G
ALL DISTRICT DIRECTORS
ALL DISTRICT DEPUTY DIRECTORS – SCM

FROM: DIRECTOR – ASSET, FLEET AND AUXILIARY SERVICES

SUBJECT: WHAT TO DO WITH THE MOBILE DEVICES WHEN AN EDUCATOR / PRINCIPAL LEAVES A SCHOOL

DATE: 26 JANUARY 2018

This serves to clarify the process to be followed with the mobile devices (laptops, tablets and cellphones) when educator/s or principal/s leaves a school as a result of resignation, retirement, transfer or death.

1. When an educator resigns or retires, he/she must leave the mobile device to their school principal / acting principal.
2. When an educator transfers to another school within the Province of the Eastern Cape (public school), he/she may take the device with to the new school and inform the relevant Districts and Head Office about the transfer and change of school i.e. school name etc.
3. When an educator transfers to a Private School, he/she must leave the mobile device to their school principal / acting principal.
4. In an unfortunate event that an educator / principal dies, their mobile device must be handed to their school principal / acting principal.

For more information regarding the mobile devices, please contact your District Asset Management Office, or the Provincial Asset Management Office on 040 608 4479 / 4444 or hlumela.faku@ecdoe.gov.za

DIRECTOR, ASSETS, FLEET AND LOGISTICS MANAGEMENT

26.01.2018

DATE