



Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE: INFORMATION TECHNOLOGY AND SYSTEMS INFRASTRUCTURE

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TO : SCHOOL PRINCIPAL AND SCHOOL ADMIN

FROM : DIRECTOR: ICT

DATE : 19 MAY 2020

SUBJECT : ACCEPTABLE COMMUNICATION AND COLLABORATION MEDIUMS IN THE EC DEPARTMENT OF EDUCATION

1. In line with the recent pronouncement by the South African Ministers of Education to prepare for the phased return of learners to schools, the Eastern Cape Department of Education is taking steps towards an effective and smooth transition within the rules and policies governing the COVID-19 pandemic lockdown period. Central to the success of this and any measure going forward is effective and inclusive communication at all levels within the Eastern Cape Department of Education organisation.
2. With all that is going on with COVID-19 and going forward, we have to adjust the way we do things. This means that communication and meetings with schools and at school level must continue and these will also have to be conducted virtually through electronic means.
3. The communication and collaboration platforms adopted by the Eastern Cape Department of Education is Microsoft Outlook and Teams, which are both available to the school principal, teachers and administration staff.
4. As a requirement to access and use these platforms and to be able to connect to the appropriate Eastern Cape Department of Education domain the principal, admin and teachers in your school need to use official email addresses.
5. In order to ensure improved communication and a successful execution into this electronic mode of operation and communication the following applies:



Ikamva eliyaqambileyo!

- a. The School Principals and Admin must ensure that their **ecschoools.org.za** email addresses are active.
- b. The email system: Outlook is used for all written communication and setting up of meetings on calendar.
- c. Microsoft Teams is used for all video, voice communication and meetings.
 - i. To access Outlook, the Principals and Admins may use any of the Internet Browsers: Google; Microsoft Edge; Internet Explorer; FireFox, etc and type the following: <https://outlook.com/ecschoools.org.za>. The following emails address:
 - Principal: **principal.emis number@ecschoools.org.za**
Example: Principal.200100003@ecschoools.org.za
 - Admin: **admin.emis number@ecschoools.org.za**
Example: Admin.200100001@ecschoools.org.za
 - ii. For Microsoft Teams, any of the Internet Browsers: Google; Microsoft Edge; Internet Explorer; FireFox, etc. may also be used.
- d. Inorder to make it easy for you and your admin staff member to access your Microsoft Emails and Microsoft Teams, we have provided you and your admin with a temporary password: **Pass@123** which needs to be changed immediately after you have logged in.

PLEASE DO NOT SHARE YOUR PASSWORD. IT MUST BE KEPT A SECRETE.

6. The principals, admin and teachers have been provided with connected laptops.
7. The following officials must be contacted for any assistance:

DISRICT TECHNICIANS

Name & Surname	DISTRICT	Role	Mobile No
Loyiso Limekhaya	Chris Hani	ICT Tech	0834001205
Bulelani Sigonyela	Chris Hani West	ICT Tech	0834004062
Vuyo Ngcetane	Amatole East	ICT Tech	0834003500
Unathi Manetsa	BCM	ICT Tech	0834003501
Royden Edwards	Sarah Baartman	ICT Tech	0834000997
Grant vander Merwe	Sarah Baartman	ICT Tech	0834002064
Chumani Landu	BCM	ICT Tech	0834001425
Nthuthuzelo Lahliwe	Chris Hani West	ICT Tech	0834002060
Nomfundo Hlahla	OR Tambo	ICT Tech	0834002151
Vernon Hadden	OR Tambo Coastal	ICT Tech	0834002925
Rabamang Molefe	Alfred Nzo West	ICT Tech	0834002926
Awonke Mamane	Alfred Nzo East	ICT Tech	0834004287
Vuyani Bisha	Joe Gqbi	ICT Tech	0834004498
Siviwe Xopa	Alfred Nzo West	ICT Tech	0834001365

Akhona Masina	Amatole West	ICT Tech	0782862047
Loyolo Goso	Chris Hani East	IT Rep	0834004031
Moneta Smith	NMBM	ICT Tech	0834004765
Zukisani Dlambewu	OR Tambo Inland	ICT Tech	0834003316

E-LEARNING COORDINATORS

Name	Surname	District	Departmental Email Address	Cellphone
Rejoyce	Batyi	Sarah Baartman	rejoyce.batyi@ecdoe.gov.za	0785580530
Ntshupiseng	Sethoabane	Alfred Nzo West	ntshupiseng.sethoabane @ecdoe.gov.za	0822103205
Amelia Nobesuthu	Ntlangano	Chris Hani East	nobesuthu.ntlangano@ecdoe.co.za	0663506565
Patricia Nontobeko	Nofumba	Buffalo City Metro	patricia.nofumba@ecdoe.co.za	0834042212
Sakumzi	Detyana	Chris Hani West	sakumzi.detyana@ecdoe.gov.za	0837336607
Henry	Thomson	Sarah Baartman	Henry.thomson@ecprov.gov.za	0824526565
Behaardien	Van Tonder	Nelson Mandela Metro	behaardien.vantonder@ecdoe.gov.za	0837386002
Matsosa Nichodimas	Mohatla	Joe Gqabi	dikotsi.mohatla@ecdoe.gov.za	0820573553
Ntoza	Hlangani	Nelson Mandela Metro	ntoza.hlangani@ecdoe.gov.za	0823429606
Vusumzi	Sigodi	OR Tambo Inland	Vusumzi.sigodi@ecdoe.gov.za	0720472124
DEON JOHN	SCHOLTZ	Chris Hani West	dj.scholtz@ecdoe.gov.za	0765061071
Nomvuyo	Bomoyi	Alfred Nzo East	Nomvuyo.bomoyi@ecdoe.gov.za	0823415866
Nomncedisi	Pama	OR Tambo Coastal	nomncedisi.pama@ecdoe.gov.za	0725767295
Arthur	Allison	Nelson Mandela Metro	arthur.allison@ecdoe.gov.za	0835381410
Babalwa	Puzi	Buffalo City Metro	babalwa.puzi@ecdoe.gov.za	0843251475
Desireé	Felkers	Nelson Mandela Metro	desiree.felkers@ecdoe.gov.za	0732685651
Ntombakhe Sellina	Matrose	Joe Gqabi	ntombakhe.matrose@ecdoe.gov.za	0823309482
Sonwabile	Mfamana	OR Tambo Inland	sonwabile.mfamana@ecdoe.gov.za	0787657867
Lizeka	Pango	Amathole West	Lizeka.pango@ecdoe.gov.za	0822007198
Vusumzi	Sigodi	OR Tambo Inland	Vusumzi.sigodi@ecdoe.gov.za	0720472124
Pule	Matela	Alfred Nzo West	pule.matela@ecdoe.gov.za	0822139244
VUYANI	Matshayana	OR Tambo Inland	vuyani.matshayana@ecdoe.gov.za	0820895266
Vuyokazi	Norolela	OR Tambo Coastal	Vuyokazi.norolela@ecdoe.gov.za	0766666247
Mfanawethu P	Cele	Head Office	mfanawethu.cele@ecdoe.gov.za	0837356547
Babalwa	Puzi	Buffalo City Metro	babalwa.puzi@ecdoe.gov.za	0843251475
Bongeka	Mbebe	Alfred Nzo West	bongeka.mbebe@ecdoe.gov.za	0732351136
Vuyisile	Zizi	Chris Hani West	Vuyisile.Zizi@edu.ecprov.gov.za	0635041283
Ntombakhe Sellina	Matrose	Joe Gqabi	ntombakhe.matrose@ecdoe.gov.za	0823309482
VINCENT	Magubane	OR Tambo Coastal	Vincent.magubane@ecdoe.gov.za	0835842942

Noma-India Medrina	Ntapu	OR Tambo Coastal	Noma-India.Ntapu@ecdoe.gov.za	0837204844
Nobalindi Elsie	Mbaza	Nelson Mandela Metro	elsie.mbaza@ecdoe.gov.za	0605237094

EMIS DISTRICT COORDINATORS

District	Old District	Surname	Cell	E-mail
Amathole East	Butterworth	Rwayi Ntombi	084 555 9559 082 091 0911	ntosh.rwayi@ecdoe.gov.za
	Dutywa	Malashe T	082 978 0067	Thembinkosi.Malashe@ecdoe.gov.za
Amathole West	Fort Beaufort	Burns Ncamashe Lindiwe	073 593 0315	lindiwe.burns-ncamashe@ecdoe.gov.za
Alfred Nzo East	Mbizana	Nkondlo Philisa	083 430 2395	philiswa.nkondlo@ecdoe.gov.za
Alfred Nzo West	Mt. Frere	Somhlahlo Siyanda	082 709 1554 082 089 6104	siyanda.somhlahlo@ecdoe.gov.za
	Maluti	Mdlankomo Lulu	083 3940 656 082 3353 917	Lulama.Mdlankomo@ecdoe.gov.za
Buffalo City	East London	Mdedetyana Tips	082 415 4230 083 599 9697	Nosipho.Mdedetyana@ecdoe.gov.za
Chris Hani East	Cofimvaba	Tsotsi BA	079 888 3753	anathi.tsotsi@ecdoe.gov.za
	Ngcobo	Maqeda Wele	073 257 0161	welekazi.maqeda@ecdoe.gov.za
Chris Hani West	Cradock	Tshungu Thandeka		Thandeka.tshungu@ecdoe.gov.za
	Lady Frere	Ndzala Wezo	0725813179	wezo.ndzala@ecdoe.gov.za
	Queenstown	Sibawu Sindiswa	0827028729 0721052379	Sindiswa.Sibawu@ecdoe.gov.za
Joe Gqabi	Mt. Fletcher	Ncetani Busi	0605300976	busisiwe.ncetani@ecdoe.gov.za
	Sterkspruit	Ncetani Busi	0605300976	busisiwe.ncetani@ecdoe.gov.za
Nelson Mandela	Port Elizabeth	Loggenberg Loggie	0845804395	ernest.loggenberg@ecdoe.gov.za

District	Old District	Surname	Cell	E-mail
	Port Elizabeth	Dingiswayo Ludwe	0827380890	ludwe.dingiswayo@ecdoe.gov.za
OR Tambo Coastal	Libode	Bungane MM	0832386181	
	Libode	Yalezwa Makrwele (admin)	0710560409	Yalezwa.Makrwele@ecdoe.gov.za
	Lusikisiki	Mbombo Lulama	081 006 1331 073 346 4356	lulama.mbombo@ecdoe.gov.za
OR Tambo Inland	Mthatha	Gadule Nositembiso	083 739 8860	
	Qumbu	Jojo Nosisa	071 897 5726 083 693 5831	nosisa.jojo@ecdoe.gov.za
Sarah Baartman	Graaff-Reinet	Swanepoel Priscilla	072 461 6205 049 807 3032	priscilla.swanepoel@ecdoe.gov.za
	Grahamstown	Mbumba Vuyo	073 621 7605	vuyo.mbumba@ecdoe.gov.za

For any escalations, please contact **Mr Nygel Jones – Deputy Director: Schools ICT on 0834004902,**
nygel.jones@ecdoe.gov.za

Yours in Quality Basic Education



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BENEDICT KHOHLISO
DIRECTOR: ICT