



Province of the
EASTERN CAPE
EDUCATION

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TO:

**ALL DDG'S
ALL CHIEF DIRECTORS AND DIRECTORS
ALL PRINCIPALS
ALL SGB ASSOCIATIONS
ORGANISED LABOUR**

FROM:

ACTING SUPERINTENDENT-GENERAL

SUBJECT:

**INSTRUCTION NOTE 51 - PROVISIONING OF PPE'S FOR
SCHOOL: JANUARY 2021 TO MARCH 2021**

DATE:

21 JANUARY 2021

1. The department is starting the new year on a very sad note after losing many of our Colleagues in schools and offices, let alone the Head of Department, to this gruesome and merciless Corona Virus.
2. We are flooded with caution from all fronts on measures we need to put in place as we approach the commencement of the new academic year in the light of Adjusted Level 3.
3. This memorandum therefore seeks to provide guidance to schools and District Offices on ensuring a safe landing environment for staff and learners when schools re-open at a date determined by Government in the spirit that that the lives of our learners, teachers and non -teaching staff lives matter.
- 4.1 Schools are hereby authorised to procure PPEs from resources available in their accounts which may include utilizing savings realized in any area in the School's account.
- 4.2 Additional funds from the HIV/AIDS grants will be transferred to schools to augment whatever is available in the school's coffers.

- 4.3 Procurement should be a top-up on what was available when schools closed in December 2020.
- 4.4 This is a once-off concession which should be enough to cover the period between opening in 2021 and the end of the first school term.
- 4.5 Prescribed procurement procedures must be followed at all times.
- 4.6 All records must be kept for audit purpose.
- 5 The department has developed Standard Operating Procedures (SOPs) to guide the above-mentioned process. Any deviation from the procedures must be sanctioned by the District Director.
- 6 The list of suppliers who were previously engaged when we procured PPEs at the beginning of the pandemic is herewith attached for ease of reference and pricing must comply with the National Treasury instruction notes.
- 7 Districts are urged to support schools in ensuring that no school opens without the necessary PPEs which comply with the stipulated quality and quantity standards as specified by Department of Health. Specifications are herewith attached in this regard.
- 8 Districts are also required to verify the consignment acquired by the schools within seven (7) days of opening of schools.

Kind Regards



R Tywakadi
Acting Superintendent General

21/01/2021

Date