



INTERNAL MEMORANDUM

TO : SCHOOL PRINCIPALS: EASTERN CAPE DEPARTMENT OF EDUCATION

**FROM : HEAD OF DEPARTMENT
MR. T. KOJANA**

SUBJECT : UPDATE ON LTSM AND FURNITURE DELIVERY.

DATE : 29th MARCH 2017

Dear Principal

The Eastern Cape Department of Education's records show that 93% of ordered textbooks and 99% of Grade 12 literature setworks had been delivered to schools by 28 March 2017. In addition, the vast majority of schools had received stationery by this date.

If your school has not received ordered textbooks and stationery by 31 March 2017, please inform Mr L. Lutya on londoloza.lutya@ecdoe.gov.za and provide details of the orders placed.

I wish to apologise for the late delivery of both textbooks and stationery. In order to avoid this situation in future, schools will be requested to place orders for 2018 in June 2017. No orders for 2018 will be considered after 30 June 2017. This will allow the Department to place orders with suppliers in July 2017 and so ensure delivery to schools or warehouses by 30 November 2017.

The Department will be delivering large numbers of desks and chairs in April and May 2017. If your school does not have sufficient chairs or desks/tables by 30 April 2017 please inform Mr Lukhozi on sblukhozi@gmail.com

Thank you for your hard work in the first school term of 2017. I wish you a happy and safe holiday with your families.

Yours sincerely

MR. T. KOJANA
HEAD OF DEPARTMENT

building blocks for growth



Ikamva eliqaqambileyo!