



Province of the  
**EASTERN CAPE**  
EDUCATION

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**OFFICE OF THE CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

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**2019 PPN CIRCULAR 30 OF 2018**

**To : CLUSTER CHIEF DIRECTORS**  
**DISTRICT DIRECTORS**  
**DEPUTY DIRECTORS HRP/A**  
**CES- IDS&G**  
**CES: HRD & LABOUR RELATIONS**  
**SCHOOL PRINCIPALS & PUBLIC SCHOOL SGBs**

**SUBJECT: UPDATE REPORT ON POST PROVISIONING NORMS 2019**

**PURPOSE**

The purpose of this circular is to:

1. To inform the post basket declared by the MEC.
2. Inform schools about the activities that led to 2019 PPN Declaration;
3. Communicate the strategic focus for PPN 2019;
4. Communicate the principles that inform the 2019 PPN Distribution;
5. Provide the Management Plan for PPN 2019.

**PPN DECLARATION**

1. The MEC declared a post basket of 54026 on the 28<sup>th</sup> August 2018. This declaration is linked to a Multi-term Agreement and therefore will be retained for the next 3 years.

### Grade R Educators Posts

- One Grade R Educator Post will be allocated to schools that have not received a Foundation Phase Educator Post, but have a minimum of 30 Grade R learners.
- Grade R practitioners will continue and are funded from programme 5

### Learner with Special Educational Needs (Ring-fenced 1250 posts)

- **Special schools:** Distribution based on policy determined domains which will be as per the disabilities of learners
- **Full service schools:** one Remedial Educator allocated for every 200 learners
- **30 posts** will be utilised for the provision for new or expanded Special Schools and further roll out of Full-Service schools

#### Small schools

- Secondary Schools with less than 8 posts, with an enrolment of 100 and above, received 1 Additional post
- 1 Teacher Primary Schools, with an enrolment of 25 and above, received 1 additional post so that there can be 2 educators in these schools

### Promotion Ladder

- All posts will be included to determine the promotion posts for the school.
- The same promotion ladder that was utilised in 2018 will be used for PPN 2019.

PromType	Dep1	Dep2	HOD1	HOD2	HOD3	HOD4	HOD5	HOD6	HOD7	HOD8	HOD9
Combined	14	29	5	12	19	26	33	39	45	51	57
Intermediate	14	29	5	12	19	26	33				
LSEN	14	29	5	12	19	26	33				
Primary	14	29	5	12	19	26	33				
Secondary	14	29	5	12	19	26	33	39	45	51	57

**NB:**

## **1. Promotional Posts**

Schools where the promotional post (Deputy Principal and or HOD post) has been identified as additional to the establishment of that school, the school may apply for the retention of that promotional post. This application must be accompanied with valid reasons and evidence. Such application must reach the District Director by 30 October 2018 for the attention of the Chief Director: HR M&D.

## **2. Implementation of Collective Agreement 1 of 2018**

2.1 Where the learner enrolment has decreased by 35 learners, a school shall retain one additional educator.

2.2 Where more than one educator is identified as additional to the school establishment as per 2.1 above, the first educator is retained and the remaining additional educators are to be identified and placed as per Collective Agreement 4 of 2016.

2.3 Where the learner enrolment has increased by 35 learners, a school shall qualify for one educator post. If a school has increased in learner enrolment above 35, the school may apply for a growth post.

## **54026 Basket of Educator Posts**

- No school in the province will have an Educator Learner Ratio above 1:36
- No Curriculum Specialist school will have a Educator Learner Ratio above 1:30 (Technical / Agricultural / Maritime / Full Service Schools)

## **Application of the Distribution Principles**

CATEGORY	NUMBER OF POSTS
REMEDIAL EDUCATOR (Full Service)	110
LSEN	1110
SPECIAL SCHOOLS EXPANSION	30
GRADE R	183
FOUNDATION PHASE	1814
PRIMARY AND SECONDARY	50 431
SUBSTITUTE AND GROWTH	101
GROWTH	30
SECONDARY LESS THAN 8	127
1TEACHER SCHOOL	90
TOTAL DISTRIBUTED	54026

## **2019 PPN ACTIVITIES**

2. The Head of Department conducted PPN 2019 Distribution Workshops with stakeholders in education (Educator Unions and SGB Associations) on the following dates 27th August 2018, 3<sup>rd</sup> September and 20<sup>th</sup> September 2018. The Pre-final establishments were issued to schools on the 9<sup>th</sup> September 2018 and schools were expected to make confirmation on the Pre-final establishments by 14 September 2018. The Final 2019 PPN establishments were issued on the 21 September 2018 to schools.

## **STRATEGIC FOCUS FOR PPN 2019**

3. It became very important for the Department to ensure that strategy drives the PPN 2019 with the following imperatives:
  - Credible Verified Data
  - A teacher in front of every class
  - Stability at schools for effective teaching and learning
  - Ensure availability and utilisation of educators so that large classes are avoided especially in the Foundation Phase.
  - Strengthening Inclusive Education.
  - Strengthening ECD Grade R

## **2019 PPN PRINCIPLES**

4. The Department presented PPN principles that were used as a guide for the 2019 PPN distribution. Below are the indicated principles:

### **Foundation Phase Posts**

- Primary schools with a FOUNDATION PHASE enrolment of 100 – 299, will qualify for 1 Foundation Phase Post;
- Primary schools with a FOUNDATION PHASE enrolment of 300+, will qualify for 2 Foundation Phase Posts;
- Primary schools with a FOUNDATION PHASE enrolment of 500+, will qualify for 3 Foundation Phase Posts;
- Foundation Phase Posts are to be filled by a Qualified Primary School Educator;
- One of the Foundation Phase posts may be utilised towards IALL, Grade R Educator, but more specifically for the promotion of reading, if the vacancy exists.

The School are required to implement this PPN in line with Collective Agreement 4 of 2016 using the Management Plan indicated below.

## 5. THE MANAGEMENT PROCESS FOR PPN 2019

NO	ACTIVITY	TIMEFRAME	RESPONSIBILITY	STATUS
1.	Issuing of PPN final Establishment	21 Sept 2018	HRP/EMIS	COMPLETED
2.	Staff meeting to discuss Post Establishment	28 Sept 2018	School Principals & school staff	ONGOING for completion
3.1	Training DTT's on Collective Agreement 1 of 2018 Cluster A	23 Oct 2018	PTT	
3.2	Training DTT's on Collective Agreement 1 of 2018 Cluster B	25 Oct 2018	PTT	
4.	Identification of additional educators	29 Oct – 2 Nov 2018	School Principals, EDO and Union Rep as Observer	
5.	Issuing of letters to additional educators informing them of their status	5-9 Nov 2018	District Director	
6.	Issuing closed vacancy list for additional Educators to choose a minimum of 3 posts with the first 2 preferences being the school in the district	12 -16 Nov 2018	Director HRA	
7.	Endorsement of Educator Choices by SGBs	19 - 20 Nov 2018	School Principals & SGBs	
8.	Confirmation of placement of Additional Educators	21- 23 Nov 2018	District Task Team	
9.	Issuing of final placement letters	26 -29 Nov 2018	District Director	
10.	Conduct Person to Post matching Placement of unplaced Additional Educators	30 Nov 2018	District Task Team	
11.	Issue communication to SGBs seeking endorsement from the post matching exercise.	3 – 7 Dec 2018	District Director & District Task Team	
12.	Educators Report to new schools	7 January 2019	Educator	
13.	Issuing of assumption of Duty	8 January 2019	School Principals	
14.	Movement on PERSAL	7- 31 Jan 2019	Deputy Director HRP&A	

Enquiries related to the 2019 PPN be directed to the office of the Director: Human Resource Planning and Provisioning services for attention Mr M. Moeli (mbulelo.moeli@ecdoe.gov.za), who will ensure that they received the necessary attention of the Chief Director: Human Resource Management and Development.

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**T KOJANA**  
**SUPERINTENDENT- GENERAL**

11/10/2018  
 DATE