



Province of the
EASTERN CAPE
EDUCATION

LEARNER AND TEACHER SUPPORT MATERIAL (LTSM) UNIT

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INTERNAL MEMORANDUM

**TO : DISTRICT DIRECTORS
EDO'S
DISTRICT LTSM CO- ORDINATORS
PRINCIPALS OF SCHOOLS**

FROM : DIRECTOR RESOURCING – LTSM

SUBJECT : LTSM DELIVERIES FOR 2019

DATE : 23 OCTOBER 2018

The aim of this memorandum is to request and alert District Directors, District LTSM Co-Ordinator's and Principals of Schools that the delivery of stationery to schools commenced on Monday, 22nd October 2018.

Unauthorized early departure of school staff or closure of schools, hampers the distribution of LTSM to such schools. The implications is that suppliers have to turn back without making the delivery, resulting in fruitless expenditure.

District Directors are to ensure that all schools remain open for the full duration of the school day (up to 15h00) and that schools have delegated officials to receive books whenever deliveries are scheduled to occur.

The Provincial Department of Education is determined to ensure that all LTSM deliveries are completed by 30th November 2018 in readiness for the opening of schools in January 2019.

Your co-operation in this regard is highly appreciated.

Regards



PP

L. LUTYA
DIRECTOR: RESOURCING (LTSM)

23/10/2018

DATE



Ikamva eliqaqambileyo!