



Province of the  
**EASTERN CAPE**  
EDUCATION

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**OFFICE OF THE SUPERINTENDENT GENERAL**

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**2020 PPN CIRCULAR 19 OF 2019**

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

**SUBJECT: UPDATE REPORT ON POST PROVISIONING NORMS 2020**

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**PURPOSE**

The purpose of this circular is to:

1. To inform schools about the post basket declared by the MEC.
2. Inform schools about the activities that led to 2020 PPN Declaration;
3. Communicate the strategic focus for PPN 2020;
4. Communicate the principles that inform the 2020 PPN Distribution; and
5. Provide the Management Plan for PPN 2020.

## **1. PPN DECLARATION**

- 1.1. ECDOE implemented the nationally approved PPN model, with due consideration of Collective Agreement 4/2016 and Multi - Term Collective Agreement 1/2018
- 1.2. The MEC declared a post basket of 54026 on the 17 July 2019.

## **2. STRATEGIC FOCUS FOR PPN 2020**

It became very important for the Department to ensure that strategy drives the PPN 2020 with the following imperatives:

- 2.1. Credible Verified Data;
- 2.2. A teacher in front of every class;
- 2.3. Stability at schools for effective teaching and learning;
- 2.4. Ensure availability and utilisation of educators so that large classes are avoided especially in the Foundation Phase;
- 2.5. Strengthening Inclusive Education; and
- 2.6. Strengthening ECD and Grade R.

## **3. PPN 2020 PRINCIPLES**

The Department presented PPN principles that were used as a guide for the 2020 PPN distribution. Below are the indicated principles:

### **3.1. FOUNDATION PHASE SUPPORT POSTS**

- 3.1.1. Primary schools with a FOUNDATION PHASE enrolment of 100 — 499, will qualify for 1 Foundation Phase additional support Post;
- 3.1.2. Primary schools with a FOUNDATION PHASE enrolment of 500+, will qualify for 2 Foundation phase additional support Posts; and
- 3.1.3. Foundation Phase support Posts are to be filled by a Qualified Primary School Educator.

### **3.2 GRADE R EDUCATORS POSTS**

- 3.2.1. 428 Grade R Educator Post will be allocated to specific schools with Grade R learners;
- 3.2.2. This post will be allocated from the Grade R pool; and
- 3.2.3. These posts will be advertised in the closed bulletin for qualifying Grade R educators.

**N.B.** Current Grade R practitioners will continue to be funded from Programme 5

### **3.3 LEARNER WITH SPECIAL EDUCATIONAL NEEDS (Ring-fenced 1250 posts)**

3.3.1. Special schools: Distribution based on policy determined domains which will be as per the disabilities of learners;

3.3.2. Full service schools: one Remedial Educator allocated for every 200 learners; and

3.3.3. 34 posts will be utilised for the provision for new or expanded Special Schools and further roll out of Full-Service schools.

### **3.4 SMALL SCHOOLS**

3.4.1. Secondary Schools with less than 8 posts, with an enrolment of 100 -134, received 1 Additional post;

3.4.2. Secondary Schools with less than 8 posts and with an enrolment of 135 and above, received additional posts so that there can be 8 educators in these schools; and

3.4.3. 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.

### **3.5 PROMOTION LADDER**

3.5.1. All posts will be included to determine the promotion posts for the school. The same promotion ladder that was utilised in 2019 will be used for PPN 2020.

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: Promotional Posts Only**

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 applications must reach the District Director by 30 October 2019 for the attention of the Chief Director: HR M&D. No late applications will be considered.**

### **3.6 EDUCATOR LEARNER RATIO**

3.6.1. No school in the province will have an Educator Learner Ratio above 1:36;

3.6.2. No Curriculum Specialist school will have an Educator Learner Ratio above 1:30 (Technical / Agricultural / Maritime / Full Service Schools).

#### **4 IMPLEMENTATION OF COLLECTIVE AGREEMENT 1 OF 2018**

- 4.1. Where the learner enrolment has decreased by 35 learners, a school shall retain one additional educator.
- 4.2. Where more than one educator is identified as additional to the school establishment as per 4.1 above, the first educator is retained and the remaining additional educators are to be identified and placed as per Collective Agreement 4 of 2016.
- 4.3. 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

#### **5 APPLICATION OF THE DISTRIBUTION PRINCIPLES**

<b>Declared Total Post Basket</b>	<b>54 026</b>
Minus Substitutes	126
Minus Full Service Remedial-expansion	34
<b>Total Allocated posts</b>	<b>53 438</b>
<b>Primary allocation(Model)</b>	<b>47 639</b>
<b>Distribution posts below</b>	<b>5 799</b>
FP Posts	1 447
Gr R Posts	428
Tech posts	76
Agric. Posts	6
Maritime Posts	19
Full Service Remedial Posts	106
Secondary Less 8 Posts	228
One Teacher School Posts	99
Ratio Posts	860
IIAL Posts	74
Expansion of Curriculum Posts	29
Stability Posts	2 855

## 6. THE MANAGEMENT PROCESS FOR PPN 2020

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

No.	ACTIVITY	TIMEFRAME	RESPONSIBILITY	STATUS
1.	Distribution workshop on PPN 2020 to PELRC Parties & SGBs	13 August 2019	HOD	Done
2.	2 <sup>nd</sup> Distribution workshop on PPN 2020 to PELR Parties & SGBs	02 September 2019	HOD	Done
3.	Issuing of 2020 Final Post Establishment to District Offices	06 September 2019	HRP & PS	
4.	Issuing of 2020 Final Post Establishment to schools	09 September 2019	District Directors School Principals	
5.	Staff Meetings on implementation of CA 4 of 2016 and Distribution principles	10-13 September 2019	School Principals & school staff	
6.	Identification of additional educators at District Offices	16-27 September 2019	School Principals, EDO and Union Rep as Observer	
7.	Issuing of letters to additional educators informing them of their status and making of choices by additional educators	1-11 October 2019	District Director/ School Principal	
8.	Submission of information to Head Office on: (a) Additional educators with profiles per ECDE Post Prov. Form 1.4(F) (b) Vacancies with profiles per ECDE Post Prov. Form 1.4(G) (c) Placement of additional educators on PERSAL per ECDE Post Prov. Form 1.4(H) (d) Summary for all additional educators, all vacancies and all placed educators per ECDE Post Prov. Form (e) 1.4(I)	23 October 2019	District Directors	
9.	Provincial Task Team Meeting (PTT)	25 October 2019	Chief Director HRM&D	

10.	Issuing of placement letters to additional educators within Circuit and District (Phase 1)	31 October 2019	School Principals District Directors	
11.	Movement of educators declared in addition within the Circuit and District and utilisation of temporary educators in substantive vacant posts until they are filled (Phase 2)	02 December 2019	Dir. HRP& PS/ District Directors/ DD HRP/A/ EDOs/ school principal	
12.	Provincial Task Team Meeting (PTT)	5 December 2019	Chief Director HRM&D	
13.	Weekly Progress report to Head Office	Fortnightly (Thursdays)	District Directors / HRP & PS	
14.	PPN Report to the PELRC meeting	February 2020	Chief Dir. HRM&D/ PPN T. Team	

N.B. Enquiries related to PPN 2020 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.S KOJANA**  
**SUPERINTENDENT GENERAL**

04/09/2019  
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**DATE**