



Province of the  
**EASTERN CAPE**  
EDUCATION

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LEARNER AND TEACHER SUPPORTRIAL PROJECT  
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**MEMORANDUM**

**TO** CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
SCHOOL PRINCIPALS  
LTSM CO-ORDINATORS  
CES: EMIS

**FROM** SUPERINTENDENT GENERAL

**SUBJECT**

- 1. CAPTURING OF ALL TEXTBOOKS RECEIVED FROM EASTERN CAPE DEPARTMENT OF EDUCATION ON SASAMS BY OR BEFORE 30 APRIL 2019.**
- 2. SUBMISSION OF QUARTERLY REPORTS TO THE DISTRICT OFFICE ON THE 12 JUNE AND 18 SEPTEMBER 2019.**
- 3. SUBMISSION OF AN ANNUAL REPORT TO THE DISTRICT OFFICE ON THE 29 NOVEMBER 2019.**

**DATE** 03 APRIL 2019

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The ECDOE is committed to provide textbooks and other essential LTSM to all learners to optimise learning. A key factor in achieving this goal is an effective LTSM management system at provincial, district and school level.

In August 2017 the Director: LTSM Resourcing invited the 23 District LTSM coordinators to a textbook retrieval and retention policy workshop. The purpose of the workshop was to discuss and adopt a textbook retrieval and retention policy document for immediate implementation.

Implementation of the policies at schools in 2017 was uneven. Therefore, in June 2018 the ECDOE reviewed, updated, and distributed *Guidelines for the Management of LTSM in the ECDOE* and the *Template for Schools' Policy for the Management and Retrieval of LTSM*.

In July 2018, the ECDOE issued a Circular to all schools on the revised *Guidelines* and school template.



*Ikamva eliyaqambileyo!*

The following documents were included in the Guidelines:

- ✓ establishment of a School LTSM Committees;
- ✓ an electronic LTSM inventory / register;
- ✓ the annual audit / stock take of LTSM;
- ✓ the responsibility of learners and parents for the receipt and care of textbooks;
- ✓ Principals and School Governing Bodies' responsibilities in respect of LTSM.

To effectively manage the annual retention and retrieval of LTSM at schools, the ECDoE requests that all schools:

1. Capture the textbooks delivered to the schools on SASAMS by or before the **30 APRIL 2019**;
2. Submit the quarterly reports by the **12 JUNE 2019** (term 2) and **18 SEPTEMBER 2019** (term 3) to the District Office;
3. Submit the annual report by the **29 NOVEMBER 2019** to the District Office.

  
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**T. KOJANA**  
Superintendent-General

12/04/2019  
Date