



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE CHIEF DIRECTOR: HRM&D

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REPUBLIC OF SOUTH AFRICA. Enquiries: Sanet Nieuwenhuys Tel 040 608 4513

INTERNAL MEMORANDUM

**TO: CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA&P
CIRCUIT MANAGERS**

FROM: ACTING CHIEF DIRECTOR: HRM&D

DATE: 22 FEBRUARY 2019

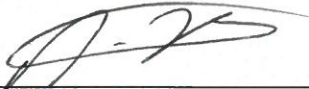
SUBJECT: CLARITY ON THE SUBMISSION OF ACADEMIC RECORDS

1. The purpose of this internal memo is to give much clarity on the submission of Academic Records / Statement of Results / Academic Transcript.
2. Kindly note, in the bulletin 1 of 2019 and 2 of 2019 it is a requirement for the applicant to submit Academic Record (Statement of Results / Academic Transcript) of their qualifications along with the application.
3. It has come to the notice of the Department that some Degree / Diploma certificate has clearly indicated the Major Subjects that an educator is qualified to teach.
4. In view of the above, It has been decided that the Department will accept a Degree / Diploma Certificate that indicates the Major subjects that they are qualified to teach. You are not required to submit Academic Record (Transcript/ Statement of Results) if the Major subjects are clearly mentioned in Degree / Diploma Certificates.
5. But, if the Degree/Diploma doesn't indicate the major subjects, you are required to submit the Academic Records / Statement of Results / Academic Transcript.

Academic Records / Statement of Results / Academic Transcript.

6. Kindly bring the contents of this memo to the attention of all employees under your supervision and you are required to display this memo on the notice boards.
7. If you need any further information please contact Mrs Nieuwenhuys at sanet.nieuwenhuys@ecdoe.gov.za .

Your full co-operation in this matter is appreciated



N TSHIBO
Acting Chief Director: HRM & D

22/02/2019
DATE