



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

OFFICE OF THE DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT
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MEMORANDUM

**TO : THE OFFICE OF THE MEC
THE OFFICE OF THE SG
THE OFFICE OF THE DDG: EPEM
THE OFFICE OF THE CFO
ALL CHIEF DIRECTORS
ALL DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS**

**CC : ALL OFFICIALS IN DISTRICTS
PRINCIPALS AND TEACHERS
TEACHER UNIONS
SGB ASSOCIATIONS AND SCHOOL SGBs**

FROM : THE DEPUTY DIRECTOR GENERAL: IOM

**SUBJECT : INVITATION TO WORLD TEACHERS' DAY CELEBRATIONS ON 04 AND 05
OCTOBER 2019**

DATE : 13 SEPTEMBER 2019

1. The World Teachers' Day, which is also known as an International Teachers' Day, is observed on October 5 to honour teachers and recognize their contribution to education and development.
2. The Department of Education in the Eastern Cape plans to honour her teachers for the valuable contribution they continue to make in shaping the lives of learners, improve performance of learners, schools and the department.
3. The purpose of this memorandum is to inform all teachers, officials and School Governing Bodies of the planned provincial celebrations at International Conference Centre in Buffalo City Metropolitan Municipality, East London on the 4th and 5th of October 2019.
4. The Teachers' Day is celebrated by the Eastern Cape Department of Education commemorating the life of a Mathematics and Science teacher, the late Matthew Goniwe.
5. In preparation for the success of the event, the following key activities are proposed to both District and School Management:

No	Key Activities	Due Date
5.1	Identify a dedicated official who will coordinate all activities within the district for the teachers' day event.	16/09/2019
5.2	Further communicate the event to schools.	16/09/2019
5.3	Ensure nomination of teachers in schools and district who meet the criteria for awards according to categories indicated below.	16 -20/09/2019
5.4	Submit details of qualifying awardees, using attached Annexures A & B forms, for selection at Head Office.	25/09/2019
5.5	Identify and submit lists of teachers per district (08 GET & 08 FET = 16) who will attend the teachers' day celebrations in East London on 4 & 5 October 2019.	27/09/2019
5.6	Organize transport for teachers to and from the venue of the event. The province will absorb all other costs involved.	30/09/2019
5.7	Ensure departure of teachers from districts for arrival at ICC, East London on 04/10/2019 at 11h00.	04/10/2019

6. The event will commence with a memorial lecture for the late icon Matthew Goniwe on Friday 04 October 2019, at 12h30 and end with awards ceremony in the evening.
7. Saturday 05 October 2019 will be predominated with teacher activities and motivation up to lunch time.
8. The following categories should be used in nominating school-based and office-based teachers for awards:

No	Category	Explanation
1	Gold	Excellent teacher or learner work recognized at international level.
2	Silver	Competition at national level representing DoE.
3	Step-up award	Worst scenario to best performance in class, extra-mural, learner affairs and community.
4	Lifetime award/beyond the call of duty	Excellence broadly in the fraternity in extraordinary ways.
5	SG's awards	5.1 Best improved FET principals in the past 3 years – 2018, 2017 & 2016; 5.2 Best performance by FET schools with more than 80% in the past 5 years (Consideration of learner numbers, number of streams, quality of results and consistency will be applied when doing selection for best performance); 5.3 Best performance in special schools or by people with disabilities; and 5.4 Best performance by GET schools in the past 3 years – 2018, 2017 & 2016.
6	Excellence in teacher and school support	Excellence broadly by office-based teachers going beyond the call of duty supporting teachers, resulting in exceptional learner and school outcomes.

9. The District Management and Social Partners are urged to ensure the success of the event as this is the day on which teachers should be motivated, recognized and re-energized for further impact to lives of learners, schools, communities, department and our country, the Republic of South Africa (RSA).
10. All responses pertaining to 2019 Teachers' Day celebrations should be sent to email: teachersday2019@ecdoe.gov.za.
11. A draft programme is attached for your reference.
12. For further information, please contact the office of the DDG: IOM, Ms. Andiswa Nika on 073 744 9874/040 608 4236 or Mr Phumezo Mhletywa on 083 399 8540/040 608 4741.

Yours in Service Excellence



MR R. M. TYWAKADI
DEPUTY DIRECTOR-GENERAL: IOM

DATE: 13/09/2019