



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

OFFICE OF THE DEPUTY DIRECTOR-GENERAL: DISTRICT COORDINATION AND INSTITUTIONAL OPERATIONS
MANAGEMENT

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MEMORANDUM

TO : CHIEF DIRECTORS
HEAD OFFICE AND DISTRICT DIRECTORS
CMC MANAGERS
CIRCUIT MANAGERS
PRINCIPALS OF FET SCHOOLS

CC : TEACHER UNIONS
SCHOOL GOVERNING BODIES


FROM : THE DDG: DC&IOM

SUBJECT : DISTRIBUTION OF LETTERS TO GRADE 12 LEARNERS AND PARENTS/GUARDIANS

DATE : 14 FEBRUARY 2020

1. As a way of strengthening Grade 12 learner performance in the current year, the Superintendent General developed the attached letters which must be delivered to every matric learner and parents/guardians whose children are finishing matric (**refer to attached letters**).
2. The purpose of this memorandum is to implore District Directors, Circuit Managers and Principals of FET schools for a smooth process of distribution to every learner and parent/guardian by 28 February 2020.
3. Delivery may be done at Grade 12 orientation sessions, school assemblies or in meetings for matric parents/guardians. The contents of the letters should be read with insight by all.
4. The distribution register indicating learner/parent/guardian names, signature and date, should be developed, with signed copies of registers filled at school and circuit offices.
5. The above steps should be followed with precision.

Yours in education service


DR S. NUKU
ACTING DDG: DC&IOM

14/02/2020
DATE