



Province of the  
**EASTERN CAPE**  
EDUCATION

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**LEARNER AND TEACHER SUPPORT MATERIAL (LTSM) UNIT**

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Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za) \*Enquiries: CLUSTER A (A. Poswa) CLUSTER B (J. Tengimfene)

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**TO: : DISTRICT DIRECTORS**  
**PRINCIPALS OF PUBLIC ORDINARY SCHOOLS**  
**DISTRICT LTSM COORDINATORS**

**FROM : CHIEF DIRECTOR: OFFICE OF THE SG**

**DATE : 10 JANUARY 2020**

**SUBJECT : ADDITIONAL STATIONERY REQUIREMENTS – JANUARY 2020**

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The Eastern Cape Department of Education welcomes you to the start of the academic year 2020. We are pleased to inform you that the delivery of Workbooks, Foundation Phase Graded Readers, Textbooks and Stationery for 2020 will re-commence from 13 January 2020 and be completed towards the end of January 2020.

Should schools require additional stationery for learners, kindly complete the attached template. The timeframes for the additional stationery requests are:

1. **13-17 January 2020:** Completed templates stamped and signed by principals from school to district office.
2. **13-20 January:** Districts verify requests and consolidate school requests.
3. **21 January 2020:** Districts submit a covering letter with the consolidated requests signed by District Director to Provincial LTSM office.
4. All Stationery enquiries must be mailed to:  
CLUSTER A - Ms Asanda Poswa – [asanda.poswa@ecdoe.gov.za](mailto:asanda.poswa@ecdoe.gov.za)  
CLUSTER B - Ms Joyce Tengimfene - [libongot@gmail.com](mailto:libongot@gmail.com)

Kindly note that should the district fail to submit by 21 January 2020, it is deemed that there is no need for additional stationery in the district.

Yours sincerely

**DR A.S NUKU**  
**CHIEF DIRECTOR: OFFICE OF THE SG**

10/01/2020  
DATE



*Ikamva eliqaqambileyo!*

NAME OF SCHOOL				
EMIS NUMBER			DISTRICT	
DATE OF DELIVERY		...../...../.....	DISTRIBUTOR NAME	
NO	ADDITIONAL STATIONERY REQUIRED IN GRADE	QUANTITY RECEIVED	ADDITIONAL QUANTITY REQUIRED	COMMENTS
1	Grade R learner pack			
2	Grade R class pack			
3	Grade 1 learner pack			
4	Grade 2 learner pack			
5	Grade 3 learner pack			
6	Grade 4 learner pack			
7	Grade 5 learner pack			
8	Grade 6 learner pack			
9	Grade 7 learner pack			
10	Grade 8 learner pack			
11	Grade 9 learner pack			
12	Grade 10 learner pack			
13	Grade 10 Commercial learner pack			
14	Grade 11 learner pack			
15	Grade 11 Commercial learner pack			
16	Grade 12 learner pack			
17	Grade 12 Commercial learner pack			

I, .....,  
principal of .....school  
declare that the information provided is true and correct.

.....  
(PRINCIPAL)  
...../...../.....  
(DATE)

Affix School Stamp Here

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**FOR DISTRICT OFFICE USE ONLY**

The information above has been verified by the District on ...../...../ 2020.

**DISTRICT LTSM COORDINATOR SIGNATURE:** .....