



Province of the  
**EASTERN CAPE**  
EDUCATION

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**BRANCH CORPORATE SERVICES**

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**INTERNAL MEMORANDUM**

**TO: ALL AFFECTED EMPLOYEES AND EX- EMPLOYEES OF THE DEPARTMENT**

**FROM: ACTING DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES**

**SUBJECT: PAYMENT OF ALL OUTSTANDING EMPLOYEE BENEFITS (SALARIES AND EXIT BENEFITS)**

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1. In response to the delays experienced in processing employee benefits (Salaries and Exit benefits) during the COVID-19 National lockdown. The Honourable MEC F. Gade has put together a project team to immediately attend to this challenge.
2. All affected employees are urgently requested to submit their claims accompanied by supporting documents to Mr Jose Daniels, email address : [jose.daniels@ecdoe.gov.za](mailto:jose.daniels@ecdoe.gov.za). . Employees who have submitted their claims, are urged to follow up with their respective Districts about the status of their claims and ascertain if there are any documents outstanding or system rejections.
3. It is the intention of the Department to process and pay all employee benefits within 30 days.
4. The Department wishes to extend its sincere apology for the inconvenience caused by the delays.

Yours in quality education.

DR N MBUDE

**ACTING: DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES**

14/08/2020  
DATE