



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

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INSTRUCTION NOTE

TO : **DEPUTY DIRECTOR GENERALS**
ACTING CFO
CHIEF DIRECTORS
DIRECTORS
CES's-HRD AND LABOUR RELATIONS
DEPUTY DIRECTORS: HRA&P
DEPUTY DIRECTORS: FINANCE
CIRCUIT MANAGERS
ALL PUBLIC-SCHOOL PRINCIPALS
LABOUR UNIONS
SCHOOL GOVERNING BODIES

FROM : **PROVINCIAL TRAINING MANAGER**

DATE : **19 JANUARY 2021**

SUBJECT : **MONITORING TOOLS FOR ATTENDANCE AND REPORTING OF
EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS
APPOINTED UNDER THE EDUCATION EMPLOYMENT INITIATIVE**

1. In ensuring compliance with the implementation of the Presidential Employment initiative, monitoring tools have been developed for the timely monitoring of all the Educator Assistants and General Assistants that have been appointed in schools throughout the Province.

2. Monitoring is essential in ensuring that the project is implemented as per the guidelines prescribed by DBE , for ensuring that the funding of the project is utilized for its intended purposes and for audit purposes at the end of the project.
3. This is also to ensure that all appointed EAs and OAs attend work and perform their assigned duties on a regular basis and that the Department pays correct people who are performing duties regularly.
4. School principals are instructed to complete the monthly report and ensure that all appointed EAs and OAs submit time sheets on a monthly basis and email them to the following district email addresses:
 - AlfredNzo-westAttendanceRegister@ecdoe.gov.za
 - AlfredNzo-eastAttendanceRegister@ecdoe.gov.za
 - Amathole-EastAttendanceRegister@ecdoe.gov.za
 - Amathole-WestAttendanceRegister@ecdoe.gov.za
 - Buffalo-CityAttendanceRegister@ecdoe.gov.za
 - ChrisH-EastAttendanceRegister@ecdoe.gov.za
 - ChrisH-WestAttendanceRegister@ecdoe.gov.za
 - Joe-GqabiAttendanceRegister@ecdoe.gov.za
 - Nelson-MandelaAttendanceRegister@ecdoe.gov.za
 - ORTambo-inland-AttendanceRegister@ecdoe.gov.za
 - ORTambo-Coastal-AttendanceRegister@ecdoe.gov.za
 - Sarah-BaartmanAttendanceRegister@ecdoe.gov.za
5. The time sheets must be signed by the principal, stamped and submitted by the 25th day of every month for the duration of the contract.
6. All EAs and OAs who do not submit time sheets will not be paid at the end of the month.

7. Attached is the copy of the monthly report and time sheet that must be submitted monthly
8. Your cooperation in this regard will be highly appreciated

Yours in education services,



L. SIDIYA
PROV. PROJECT MANAGER

20/01/21
DATE