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**OFFICE OF THE DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: **Mr L. Matshoba**. Tel: 040 608 4263 . Fax :040 608 4305. Email: [liyanda.matshoba@ecdoe.gov.za](mailto:liyanda.matshoba@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**MEMORANDUM**

**TO: CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS (DISTRICT & HEAD OFFICE)  
CIRCUIT MANAGERS  
DEPUTY CHIEF EDUCATION SPECIALISTS (DISTRICT & HEAD OFFICE)  
SENIOR EDUCATION SPECIALISTS  
SCHOOL PRINCIPALS**

**FROM: DIRECTOR – ICT**

**SUBJECT: PREPARATIONS FOR BASIC EDUCATION DIRECTOR GENERAL’S  
ENGAGEMENT WITH ALL PRINCIPALS OF SCHOOLS**

**DATE: 17 MARCH 2021**

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1. Kindly be informed that the Eastern Cape Department Education will be having an engagement on the Performance of Schools in 2020 with the Basic Education Director General (DG) on the 26 March 2021.
2. This engagement will take place virtually via the Microsoft Teams Live Event platform (Webinar) that can accommodate large numbers of participants. The platform is different from the Microsoft Teams Meeting that the department normally uses for virtual meetings. In this platform the attendees will only be able to interact with the presenter using the live “Question & Answer” chat facility.
3. All Principals of schools are mandated to attend this important engagement with the DG. An electronic invitation will be forwarded to all the participants closer to the event. To attend the event, you will need to have the following installed in your computer:
  - Outlook – which gives you access to your departmental email account that ends with “ecschoools.org.za” not “Gmail, yahoo, Hotmail etc...
  - Microsoft Teams App.
4. An email showing how to login on Microsoft Teams Live Event will be sent to you shortly. Principals are required to ensure that their [principal.emis@ecschoools.org.za](mailto:principal.emis@ecschoools.org.za) email address are functional and passwords have been set up.
5. Principals and officials that do not have the Microsoft Teams Live Event App installed on their computers and email access/password challenges must please contact their relevant district technician for assistance.



6. Kindly contact Mr Lyanda Matshoba on [liyanda.matshoba@ecdoe.gov.za](mailto:liyanda.matshoba@ecdoe.gov.za) who will advise you on the steps to take should you not be able to get the required assistance and indicate the school/district that you are from.

Yours in Quality Basic Education.

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**Mr Benedict Khohliso**  
**Director: Information Communication Technology**