



OFFICE OF THE SUPERINTENDENT GENERAL

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INTERNAL MEMORANDUM

**TO: DEPUTY DIRECTORS GENERAL
ALL CHIEF DIRECTORS
ALL DIRECTORS**

FROM: HEAD OF DEPARTMENT

DATE: 20 JULY 2021

**SUBJECT: REVIEW AND DEVELOPMENT OF DEPARTMENTAL POLICIES
FOR EACH AREA OF OPERATION**

1. The above matter refers.
2. Following an audit outcome of 2020/21 for existing departmental policies in the Policy Register, it was found that 60% of the department's policies were not reviewed and need to be updated.
3. This memo seeks to request all the Directorates with policies that are supposed to be reviewed annually must do so and the Directorates without policies and operating procedure must develop their policies as to improve and obtain Clean Audit Outcome.
4. The development, review and implementation of policies has an important role in channelling decisions, practices in a direction that promote good governance and strategy execution. All branches should have documented policies and procedures that guide their operations to comply with relevant legislation and regulations.
5. The Directorate Corporate Planning, Monitoring and Policy Coordination is available to assist and support all Directorates to ensure that policies are reviewed and developed for each area of operation.
6. Directorates are requested to submit their polices to thembelihle.rawula@ecdoe.gov.za and shepherd.mutangabende@ecdoe.gov.za not later than the 15th of August 2021.
7. Your cooperation is highly appreciated.

DR. N MBUDE
HEAD OF DEPARTMENT