



OFFICE OF THE DIRECTOR: HUMAN RESOURCE MANAGEMENT

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INTERNAL MEMORANDUM

Compiler	Telephone number	Date
BM Madonsela	040 608 4298	17.11.2021
TO:	DEPUTY DIRECTOR GENERALS CHIEF DIRECTORS DIRECTORS (HEAD & DISTRICT OFFICES) ALL SUPERVISORS ALL STAFF	
FROM:	THE HEAD OF DEPARTMENT	
SUBJECT:	CHANGING OF WORKSTATIONS	

It is of paramount importance to inform all Senior Management and staff under its control that as from the **1st to the 3rd of December 2021; Human Resource Administration (Provincial Office)** will be busy with office minor changes regarding the abovementioned subject, to suit the needs of the new organogram.

Operations will commence as usual from the **6th of December 2021**. The said office is asking for your tolerance and support during this time. All submissions and queries will be handled by **Human Resource Registry Office from the 1st to 3rd December 2021**.

I would also like to take this opportunity to apologise for any inconvenience this may cause.

DR N MBUDE
HEAD OF DEPARTMENT

2021.11.22
DATE