



OFFICE OF THE DDG CORPORATE SERVICES

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TO: HEAD OF DEPARTMENT
ALL DDG'S
CHIEF FINANCIAL OFFICER
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTOR
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL SCHOOL PRINCIPALS
ALL SCHOOLS
ALL SCHOOL GOVERNING BODIES
ALL LABOUR UNIONS
ALL EDUCATION ASSISTANTS
ALL GENERAL SCHOOL ASSISTANTS

FROM: HEAD OF DEPARTMENT

SUBJECT: CONFIRMATION OF PAYMENT RUN FOR NOVEMBER AND
DECEMBER STIPENDS FOR EDUCATION ASSISTANTS AND
GENERAL SCHOOL ASSISTANTS IN THE PRESIDENTIAL YOUTH
EMPLOYMENT INITIATIVE PHASE 2

DATE: 29 DECEMBER 2021

1. This memo serves as a confirmation of the payment run for transfers made to school for the payment of Education Assistants (EAs) and General School Assistants (GSAs) for the month of November and December 2021.
2. The run for the payment of stipends for EAs and GSAs have been successfully implemented on the run which was conducted on the 30th of December 2021
3. The implemented transfer is expected to reflect on the 5th of January 2022 in all participating schools in the PYEI Phase 2.
4. In the processing of payments schools are required to utilise the Electronic Funds Transfer (EFT) which should be linked to individual EA/GSA account and the school account **NO CASH PAYMENTS** are allowed.



5. Schools are requested to prepare salary advice for their EAs and GSAs as per **ANNEXURE A** and ensure that all EAs and GSAs sign salary receipt register confirming that the correct amount have been received.
6. All signed copies of confirmation of salary receipt and salary advices must be kept at the school for audit purposes whilst scanned copies should be emailed to the District Director.
7. For the coming months no payments will be processed without the proof of salary advice and signed salary receipt register to ensure that money has been utilised for its intended purpose.

Yours in quality education

S. MNGUNI
ACTING DDG CORPORATE SERVICES