

OFFICE OF THE DIRECTOR: E-TEACHING AND LEARNING

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: Mrs L. Kota-Mgwali/Mrs S.N. Mzamo Tel: 040 608 4389/0406084301 Email: lutho.kota@ecdoe.gov.za /sikelelwa.mzamo@ecdoe.gov.za Website: www.ecdoe.gov.za

MEMORANDUM

TO : CLUSTER CHIEF DIRECTORS

DISTRICT DIRECTORS

CMC HEADS AND CIRCUIT MANAGERS DCES E-TEACHING AND LEARNING SES E-TEACHING AND LEARNING

FET SCHOOL PRINCIPALS

FROM: L.S. KOTA- MGWALI

DIRECTOR - E- TEACHING AND LEARNING

SUBJECT: VERIFICATION OF LOSSES FOR GR 12 LEARNER TABLETS

DATE : 19 JANUARY 2022

The above matter has reference:

- 1. The HOD applauds your efforts in retrieving learner tablets, however, there is still outstanding gadgets not accounted for.
- 2. Instructions notes signed by HOD were sent to schools putting emphasis on retrieval of tablets
- 3. Engagements and active discussions with the districts and service provider, use of media radio and print to recall un-returned devices and retrieval of tablets to ensure tracking of lost devices had taken place, but there are still gadgets not accounted for.
- 4. In the light of the above, the Provincial Education Department (PED) has to look at other strategies to retrieve and get more information on the status of un-retrieved tablets.







5. Principals are therefore urged to furnish the data for un-retrieved tablets to date.

6. The data should be processed as follows:

- 6.1 Number of unretrieved tablets
- 6.2 Number of Lost tablets
- 6.3 Indicate if reported to police or not, if reported provide case number too.
- 6.4 Submit a separate list of learners that have not submitted the tablets with serial numbers of those devices- this will assist the tracking process. Present the list as follows: Name & Surname of Learner, School. Districts, case number if available, Serial number for the tablet- check this information against the excel list that was shared with the schools in 2020/21.
- 7. This information must immediately be submitted to District E-Learning Office for collation through Circuit Managers.
- 8. The Head Office requests district consolidated lists to be submitted to Provincial E-Learning Office on or before Wednesday the 26th January 2022- submit to Mrs Mzamo and Ms Nkwezane Sikelelwa.mzamo@ecdoe.gov.za/ Nomonde.nkwezane@ecdoe.gov.za
- 9. The matter on the tablets is still a sub judice matter and once court clears the case the department will share a plan on how to re-distribute the tablets. Advocacy on the process of re-distribution of tablets will communicated with all affected schools.
 - 10. Attached to this correspondence is the spreadsheet to populate and send back to head office on or before **Wednesday 26**th **January 2022** MS form link will be shared with districts so as to ease the collection of this data and quick submission.
 - **NB.** Two sheets have been created in the spreadsheet- sheet 1- indicate tablet losses, sheet 2 indicate list of learners that lost tablets.







Looking forward to your positive assistance in this request.

Yours in Quality Education

MS. L. S. KOTA-MGWALI DIRECTOR: E-TEACHING AND LEARNING



