



HUMAN RESOURCE DEVELOPMENT

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**TO : OFFICE OF THE HOD
ALL DDG's
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTOR
ALL DIRECTORS
ALL DISTRICT DIRECTORS
HRD CES AND LABOUR RELATIONS
BURSARY COORDINATORS
ALL LABOUR UNIONS**

FROM : ACTING DIRECTOR HRD

**SUBJECT : ECDOE BURSARY EQUITABLE DISTRIBUTION FOR 2022
ACADEMIC YEAR FOR OFFICE AND SCHOOL BASED
EMPLOYEES**

DATE : 03 FEBRUARY 2022

1. This memo serves to provide guidelines to all districts and head office bursary coordinators on the implementation of 2022 bursary intake for school and office-based officials permanently appointed in the Eastern Cape Department of Education.
2. Employee bursaries are offered inline with the skills development act, and this therefore means that each bursary subcommittee of a district is responsible to facilitate the process and make recommendations to the Provincial HRD director for all employees who are eligible to be awarded bursaries.
3. An advert was issued to all employees and it details the areas that are to be funded under each line function. All recommendations that are coming from the District Bursary subcommittee are to be inline with the advertised opportunities.



4. When submitting recommendations to head office the following documents are required to support all decisions taken:
 - List of bursary subcommittee members
 - List of Bursary applications
 - List of recommended applicants.
 - Attendance register
 - Minutes of the sub- committee signed by the coordinator and the chairperson of the committee.
5. Bursary Contracts may only be issued to awardees after they have received an award letter signed by the Acting Director HRD.
6. Priority must be given to new applicants, but also subjected to the requirements as outlined in the advert on the targeted skills that the Department intends investing in.
7. The following table will detail each district allocation:

Programme 1 – The bursaries are targeting office based educators as well as PSA employees 70% of each district allocation must be implemented for PSA employees whilst 30% is for office based employees.

Name of District	No. Employees	Budget	Rate	District Allocation
Alfred Nzo East	141	R183 259,68	R20 000,00	9
Alfred Nzo west	259	R336 625,94	R20 000,00	17
Amathole East	271	R352 222,51	R20 000,00	18
Amathole West	135	R175 461,40	R20 000,00	9
Buffalo City	381	R495 191,06	R20 000,00	25
Chris Hani East	224	R291 135,95	R20 000,00	15
Chris Hani West	316	R410 709,64	R20 000,00	21
Head Office	802	R1 042 370,68	R20 000,00	52
Joe Gqabi	200	R259 942,81	R20 000,00	13
Nelson Mandela	284	R369 118,79	R20 000,00	18
OR Tambo Coastal	312	R405 510,79	R20 000,00	20
OR Tambo Inland	318	R413 309,07	R20 000,00	20
Sarah Bartman	204	R265 141,67	R20 000,00	13
TOTAL	3847	R5 000 000,00		250



8. Programme 02 : The bursary is meant to develop school based educators as well PSA employees appointed in both public ordinary and special schools. 70% of the allocation is to be implemented for school based educators whilst 30% is allocation for PSA employees appointed in public ordinary and special schools

District	No. Educators	District Allocation	Rate per student	District Allocation
ALFRED NZO EAST	3329	R1 149 060,28	R20 000,00	57
ALFRED NZO WEST	5336	R1 841 810,05	R20 000,00	92
AMATHOLE EAST	4731	R1 632 984,14	R20 000,00	82
AMATHOLE WEST	2832	R977 512,38	R20 000,00	49
BUFFALO CITY MUNICIPALITY	6323	R2 182 489,69	R20 000,00	109
CHRIS HANI EAST	3722	R1 284 710,84	R20 000,00	64
CHRIS HANI WEST	3902	R1 346 840,86	R20 000,00	67
JOE GQABI	3105	R1 071 742,92	R20 000,00	54
NELSON MANDELA BAY	7223	R2 493 139,81	R20 000,00	125
O R TAMBO COASTAL	7996	R2 759 953,75	R20 000,00	138
O R TAMBO INLAND	6347	R2 190 773,69	R20 000,00	110
SARAH BAARTMAN	3099	R1 069 671,92	R20 000,00	53
TOTAL	57943	R20 000 000,00		1000



9. HRD coordinators are to ensure that they verify all recommended office based and school-based PSA employees to have complied with all PMDS requirements for 2021/2022 performance cycle. Skills Development programmes are implemented inline with PMDS, the performance Development Plan of each employee must serve as a source document that supports all skills development programmes that are to be implemented per employee.
10. For school-based educators kindly make sure that all IQMS assessments and PGP's are attached in the recommendations for bursaries.
11. This exercise is to ensure alignment and integration of HRD programmes where PMDS becomes a strategic input in the implementation of skills development programmes.
12. HRD coordinators are requested to continuously advocate PMDS and Skills Development policies through their SDC's and directly to the employees so that the Directorate is able to achieve its strategic intent in line with its standard operating procedures.
13. The deadline for submission of bursary recommendations is by the 07 February 2022.
14. The Province will issue all award letters from the 08 – 11 February 2022.

15. Your continued co-operation is always appreciated.

Yours in Quality Education

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L. SIDIYA
ACTING DIRECTOR HUMAN RESOURCE DEVELOPMENT

03/02/2022