



OFFICE OF THE HEAD OF DEPARTMENT

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INTERNAL MEMORANDUM

TO : ALL SALARY LEVEL 09-12 INCLUDING OSD

FROM : SUPERINTENDENT GENERAL

**SUBJECT : REGISTRATION ON FINANCIAL DISCLOSURE FROM
01-31 MARCH 2022**

1. This communique serves to notify all the above-mentioned officials are required to register through E-disclosure to <http://edisclosure.gov.za>. In terms of the Public Service Regulations; (PFR, 2016 designated employees are required to disclose their Financial Interest (Chapter: 2 based on the above legislative requirement all Salary level from 09-12 are required to register through E-disclosure in preparation for disclosure of Financial Interests for the period 2021. Please note you can only access the website using **government network or 3G**.
2. Every financial year officials are required to disclose their financial interests, this year the deadline for registration on the Electronic disclosure is 31st March 2022.
3. Designated employees will be assisted by the following officials from Enterprise Risk and Integrity Management (Mr Siyabonga Jilingana 081 044 9140; Ms Nomawethu Jali 079512 3313) through the system. The process will take place through the 12 Districts and for Head Office it will be in the Office of the Superintendent General in Zwelitsha. Furthermore, each Chief Directorate is required to ensure that the officials get this correspondence.
4. **Attached to is the list that includes School Based Educators that should go to their respective Districts (as per the itinerary) in order to be assisted in the Financial Disclosure System.**

Thank you

DR NB MBUDE

HEAD OF DEPARTMENT

DATE:.....



DATE	PROGRAMME	TARGET GROUP	CLUSTER / DISTRICT	EXPECTED ATTENDANCE	VENUE
02-03 March	Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Head Office	DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	SG's Office
04 March	Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Buffalo City Metro	DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	KWT
04 March	Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Buffalo City Metro	DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Rubusana
07 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	OR Tambo Coastal	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Mthatha
08 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	OR Tambo Coastal	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Port St Johns/ Lusikisiki
09 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	OR Tambo Inland	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Mthatha
10 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	OR Tambo Inland	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Mthatha
11 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Chris Hani East	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS,	Engcobo

Financial Disclosure Registration Salary Level 09-12, Including OSD



Province of the
EASTERN CAPE

EDUCATION

				OSD/ PERSONAL NOTCHES	
14 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;		ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	
15 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Alfred Nzo East	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Mbizana
16 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Joe Gqabi	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Mt Fletcher
17 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Alfred Nzo West	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Matatiele
18 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Alfred Nzo West	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Mt Ayliff
22 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Joe Gqabi	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Sterkspruit
23 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Chris Hani West	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS,	Queenstown

Financial Disclosure Registration Salary Level 09-12, Including OSD



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EDUCATION

				OSD/ PERSONAL NOTCHES	
24 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Amathole East	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Butterworth
25 March	Registration on Financial Disclosure	All Salary level 9-12 Including OSD; and Personal Notches;	Amathole West	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Fort Beaufort
28 March	Registration on Financial Disclosure	All Salary level 11 - 12 Including OSD; and Personal Notches; All SCM Staff, All Finance Staff , All ICU Staff	Sarah Baartman	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Graff Reiniet
29 March	Registration on Financial Disclosure	All Salary level 11 - 12 Including OSD; and Personal Notches; All SCM Staff, All Finance Staff , All ICU Staff	Nelson Mandela Bay	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Port Elizabeth
30 March	Registration on Financial Disclosure	All Salary level 11 - 12 Including OSD; and Personal Notches; All SCM Staff, All Finance Staff , All ICU Staff	Nelson Mandela Bay	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Uitenhage
31 March	Registration on Financial Disclosure	All Salary level 11 - 12 Including OSD; and Personal Notches; All SCM Staff, All Finance Staff , All ICU Staff	Sarah Baartman	ALL ASSISTANT DIRECTORS, SESs, DCES, EDOs, CES, ALL DEPUTY DIRECTORS, OSD/ PERSONAL NOTCHES	Grahamstown
31 March	SYSTEM CLOSES				