



**OFFICE OF THE HEAD OF DEPARTMENT**

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**INTERNAL MEMORANDUM**

**TO:** DDG: INSTITUTIONAL OPERATIONS MANAGEMENT  
DDG: CORPORATE SERVICES  
CHIEF FINANCE OFFICER  
CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS

**FROM:** THE HEAD OF DEPARTMENT

**SUBJECT:** ALL SALARY LEVEL 09, OSD 11 & OSD 12  
DISCLOSURE OF FINANCIAL INTERESTS –  
REGISTRATION FROM 01 – 30 MARCH 2022

In terms of the Public Service Regulations, 2016 (PSR, 2016) designated employees are required to disclose their financial interests (Chapter 2, Part 2).

Designated employees mean:

- Members of the Senior Management Service (SMS members).
  - Employees earning the equivalent of salary level 13 and above through the occupation Specific Dispensation (OSD).
  - Employees appointed at salary levels 11 and 12 including employees earning the equivalent of salary levels 11 and 12 through the OSD.
  - Employees employed in supply chain management units irrespective of their salary level.
  - Employees employed in finance units irrespective of their salary level.
1. This communique serves to notify all level 09, OSD 11 & OSD 12 officials to register through E-disclosure to <http://edisclosure.gov.za>. Please note you can only access the website using **government network or 3G**.



2. Designated employees will be assisted by the following officials from Enterprise Risk and Integrity Management to register on the E-disclosure system.
  - **Mr S. Jilingana** - 081 044 9140
  - **Ms N. Jali** - 079 512 3313
  - **Ms N. Skenjana** - 067 912 7082

The process will take place in all DoE Districts and each chief directorate is therefore kindly requested to ensure that all officials in their respective directorates do get this correspondence.

3. **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**

02-03-2022  
**DATE**