



**OFFICE OF THE HEAD OF DEPARTMENT**

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**CIRCULAR 2 of 2022**

**TO: THE CLUSTER CHIEF DIRECTORS  
THE DISTRICT DIRECTORS  
ALL EMPLOYEES  
THE SCHOOL PRINCIPALS  
THE SCHOOL GOVERNING BODIES  
LABOUR UNIONS**

**FROM: THE HEAD OF DEPARTMENT**

**DATE: 17 MARCH 2022**

**SUBJECT: 1. DELIVERY OF TEXTBOOKS 2022  
2. AUDITING OF IMMOVABLE ASSETS IN SCHOOLS AND DISTRICT OFFICES  
3. AUDIT PROCESS FOR 2021/2022 FINANCIAL YEAR**

1. It has come to the attention of the department that there is an order issued against the Department **In the High Court of South Africa Eastern Cape Division, Grahamstown** issued on the 15<sup>th</sup> March 2022 by Honourable Justice Lowe.

*The order in a nutshell reads as follows: -*

- a) *The Head of Department is directed to ensure that every learner at every public school in Eastern Cape is provided with a full complement of stationery and textbooks for the 2022 school year as soon as possible, and by no later than 31 march 2022.*
- b) *The Head of Department is directed to provide the Court, within 5 days of this order, with an affidavit indicating their progress in compliance thereof. That the affidavit must include at least the following information:*
- i) *The name of each school in the Eastern Cape that has not yet been provided with its complement of stationery and textbooks;*
- ii) *The dates by which each school identified in paragraph (a) will be provided with its full complement of stationery and textbooks.*



2. The Department accepts the Court Order and will endeavour to comply with it as ordered.
3. The department has received many of the orders from the publishers with the central warehouse finalising packaging. Delivery of textbooks will commence on 18 March 2022 and same will be made over the weekends and on holidays. District LTSM coordinators will inform school principals and their SGBs on the dates upon which delivery to individual schools will made.

We therefore call on all school principals and SGBs to: -

- i) Be available to open and receive orders at all times including weekends, holidays and afterhours;
  - ii) be alert and be ready to receive textbooks as provided for in paragraph (i)
4. **PLEASE NOTE** that in compliance with the Order, Principals and the SGBs are urged to work in tight schedules and support this effort as failure to do so will lead to the following:
    - **The department being held in contempt of Court;**
    - **Unnecessary delays in the delivery of stationery and textbooks;**
    - **Bring the Department's administration in to disrepute;**
  5. Additionally, the Department is currently embarking both on the movable and immovable assets physical verifications to all education administration buildings (i.e., Districts, Institutes, CMC and Circuits) and identified schools. The purpose of these visits is to prepare for the 2021/22 Audit both for Movable and Immovable Assets.
  6. A team of building professionals, accountants and other individuals will be visiting the sites and have already started in some schools. The work that is being assessed must be completed by the end of April 2021 to submit credible financial statements to the Auditor-General (AGSA) by the 31 May 2022. This means that working extended hours is not avoidable.
  7. Once again, the department appeals to all employees in offices and educators in schools to support the above process to ensure that the department improves its audit outcomes in this area of historical repeat findings.
  8. The audit period for 2021/2022 financial year has started and from time to time officials from the Auditor General of South Africa together with our departmental officials will be visiting schools and offices for purposes of





executing their audit responsibilities. It is therefore of utmost importance that our employees cooperate with them and protect this very important activity at all times.

9. Please note further that failure and/or neglect to support this initiative has a potential of damaging the good name of the department and also seriously infringe and violate the constitutional right of our children.
10. All ECDOE employees and stakeholders are called upon to support and protect all initiatives and programmes aimed at enhancing education delivery. Actions directed at depriving children their Constitutional right to education should be avoided by all irrespective of the nature of differences. We must all do our best to improve education outcomes.

Your co-operation will be highly appreciated.

  
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DR N. MBUDE  
HEAD OF DEPARTMENT  
DEPARTMENT OF EDUCATION

17/03/2022  
DATE