



OFFICE OF THE DIRECTOR: EMPLOYEE WELLNESS SERVICES

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **Mrs BG. Makongolo**. Tel: 040 608 4785. Fax :086 759 7111. Email: bongiwe.makongolo@ecdoe.gov.za
Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

TO : OFFICE OF THE MEC
: OFFICE OF THE SG
: OFFICE OF THE DDG'S
: ALL CHIEF DIRECTORS
: ALL HEAD OFFICE DIRECTORS
: ALL DISTRICT DIRECTORS

FROM : DIRECTOR- EMPLOYEE WELLNESS SERVICES

SUBJECT : RESCHEDULLING DATES MEN & WOMEN HEALTH CONFERENCES

DATE : 01 AUGUST 2023

1. This letter serves to reschedule Men and Women Health Conferences.
2. Teacher Development and Employee Wellness are collaborating in the Women space which necessitates that we shift dates due some logistical issues.
3. The changes are as follows:
Women's Conference will be from 16-17 August 2023
Men's Conference will be on the 24 August 2023
4. The venue is East London, but the actual place will be communicated as soon as Demand and Acquisition provides us.
5. Transport must be organised for the transportation of all officials; no car hire is allowed. Those that are on motor scheme are requested to assist in transporting their colleagues.
6. All officials are still expected to arrange their own accommodation in East London, **arriving a day before the actual date as the conferences start at 08h30 sharp.**
7. Names of nominated officials must be submitted to Employee Health & Wellness office not later than the **4th August 2023 signed by the Director.**
8. Your co-operation is appreciated for the successful and for future developments for the programme.

Yours for healthy and productive workforce

Mr. N Vazi
Director: EWS

Title: Men & Women Health Conferences 2023

01 August 2023

Date

Page1



Title: Men & Women Health Conferences 2023