



OFFICE OF THE HEAD OF THE DEPARTMENT

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INTERNAL MEMORANDUM

**TO : CLUSTER CHIEF DIRECTOR A&B
DISTRICT DIRECTORS
CMC HEADS & CIRCUIT MANAGERS
DISTRICT TASK TEAM**

CC : TEACHER UNIONS

FROM : ACTING HEAD OF DEPARTMENT

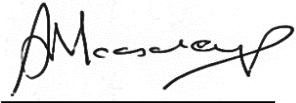
DATE : 10 MAY 2024

**SUBJECT : TRANSFERS OF EDUCATORS WITHIN THE PROVINCE
FOR ACADEMIC YEAR 2024: MARCH 2024 TO SEPTEMBER
2024**

1. The Department issued an internal memo on 01 February 2024 that provided guidance on educator transfers within the province.
2. The Memo stated that transfers will resume after 31 March 2024.
3. Transfers are only allowed in schools that have vacant educator post in the PPN 2024.
4. An educator can only be transferred to a post if they match its profile.
5. Districts may not transfer educators from another district if their allocation at that post level is fully populated.
6. Due to slow space of placement of additional educators, transfers from other provinces may not be permitted.
7. However, inter-provincial cross transfers will be allowed if profiles of educators match and the delegation to approve such is with the Head of Department.

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8. Districts must ensure that educators that apply for a cross transfer (for both inter district and inter provincial cross transfers) have similar profiles to avoid disruption to the curriculum needs of schools.
9. Transfers for 2024 academic year will remain open until **30 September 2024**.



**MS. S.A. MAASDORP
ACTING HOD**

16/05/2024

DATE

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