



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

OFFICE OF THE DIRECTOR: LOGISTS AND DISPOSAL MANGEMENT

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INTERNAL MEMORANDUM

TO : ALL DDGS
ALL CHIEF DIRECTORS
ALL DISTRICT DIRECTOR
ALL STAFF MEMBERS

FROM : CHIEF DIRECTOR: SCM

SUBJECT : PHASE 2 LAPTOP DISTRIBUTION

DATE : 20 AUGUST 2024

1. This memo serves to provide update on Phase 2 laptop distribution for the entire department
2. Due to budget constraints we have managed to procure 311 laptops
3. Phase 1 which targeted Senior Managers and Deputy Directors at district level was rolled out in July 2023
4. The Asset Management unit is currently busy with Phase 2 which is targeting Deputy Directors and Assistant Directors
5. Each Chief Directorate should ensure that old laptops are returned within 7 working days
6. It should be noted that in terms of the disposal of laptops ,employees have an option of returning or buying the laptop (laptops which are 5 years and not more than ten years old will be sold at R2000,00 while laptops that are older than 10 years will be sold at R1500,00)

7. Individuals should note, as per Asset Management Policy and section 45 of the PFMA, officials are responsible for safe keeping of laptops which are assigned to them.

- Districts distribution is ongoing

DISTRIBUTION PLAN FOR PHASE 2

HEAD OFFICE

DIRECTORATE	DISTRIBUTION DATE
MEC's OFFICE	21/08/2024
FSKM	21/08/2024
HRM	21/08/2024
EXAMS	21/08/2024
COMMUNICATIONS &EVENTS MANAGEMENT	21/08/2024
ENTERPRISE RISK & INTERGRITY MANAGEMENT	21/08/2024
CORPORATE PLANNING, MONITORING & POLICY RESEARCH	21/08/2024
EDC & IOM	21/08/2024
SPU	21/08/2024
SCM	21/08/2024
FINANCE	22/08/2024
ICU	22/08/2024
ECD	22/08/2024
PUBLIC PRIVATE PARTNERSHIP	22/08/2024
LANGUAGES POLICY	22/08/2024
SCHOOL HEALTH,SAFETY & LEARNER ENRICHMENT	22/08/2024
SCHOOL ADMINISTRATION	22/08/2024
TAX	22/08/2024
QUALITY PROMOTION & STANDARDS	22/08/2024
COLLECTIVE BURGAINING	22/08/2024
EMPLOYEE RELATIONS & WELLNESS	22/08/2024
CORPORATE STRATEGY MANAGEMENT	22/08/2024

Yours in Education



Ms L. LUPONDWANA 20/08/2024

ACTING CHIEF DIRECTOR – SUPPLY CHAIN MANAGEMENT