



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Mr. A Mbambo. Tel: 040 608 4560. Fax :040 608 4560. Email: andile.mbambo@ecdoe.gov.za
Website: www.eceducation.gov.za

INTERNAL MEMORANDUM

TO : DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS (HEAD OFFICE & DISTRICT OFFICES)
ALL SUPERVISORS

FROM : HEAD OF DEPARTMENT (A)

SUBJECT : CLOSURE OF DEPARTMENT FROM 13 DECEMBER 2024
TO 02 JANUARY 2025.

DATE : 07 OCTOBER 2024

1. This is a directive on closure of the Department for festive season. The Department will close on 13 December 2024; 16h00 pm and re-open at 08h00 am on 2 January 2025.
2. Whilst the Department affirms the contents of the previous directive, it is prudent that closure of the Department for festive season **DOES NOT** impact on operations of the Department nor service delivery obligations of the Department.
3. The Department strives for service excellence, hence the following amendments to the previous circular are deemed necessary:
 - a. All employees who are rendering essential services such as Human Resource Administration, Human Resource Planning, Internal Control Unit, Salaries, Supply Chain Management, Customer Care Services (Call Centre), Information Communication Technology (ICT) and Examination are exempted from above directive. **Responsibility managers are urged to ensure that these Directorates remain operational with skeleton staff.**

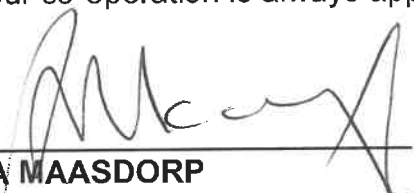
CLOSURE OF DEPARTMENT FROM 13 DECEMBER 2024 TO 02 JANUARY 2025.

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b. All employees who have exhausted their 2024 annual leave credits must report for duty and responsibility managers must ensure monitoring of attendance.

4. Should you require additional information regarding the content of this memorandum. Please do not hesitate to contact the writer on 040 608 4560 alternatively by e-mail at buhle.madonsela@ecdoe.gov.za

Your co-operation is always appreciated.



SA MAASDORP
ACTING – HEAD OF DEPARTMENT
EASTERN CAPE: EDUCATION
DATE:



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms. C. McLean Tel: 040 602 7016 . Fax :040 608 4372. Email: chantal.mclean@ecdoe.gov.za
Website: www.ecdoe.gov.za

11 October 2024

Mr. L. Komle
Director: HRP
Department of Education
Zwelitsha
Via email: lindumzi.komle@ecdoe.gov.za

Dear Mr Komle

RE: APPOINTMENT AS ACTING CD: CORPORATE SERVICES 14 - 18 OCTOBER 2024

In terms of section 32 of the Public Service Act, 1994 (as amended), you are hereby directed to perform the function/duties and responsibilities assigned to the post of CD: Corporate Services from 14 - 18 October 2024. This assignment is additional to your current post of Director: HRP.

In the performance of the assigned duties, please be mindful of all the appropriate legislation, prescripts, control measures and delegations that are applicable.

Kindly report on any decisions you have executed in terms of this delegated authority.

Please note that unless specifically authorised, you may not sub-delegate/assign any decision-making authority assigned to you.

Thank you for your ongoing support, cooperation, and the positive attitude you portray in the management of your responsibilities and functions.

Yours faithfully,

MS. S. MAASDORP
ACTING HEAD OF DEPARTMENT
DATE: 11.10.24



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Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms. C. McLean Tel: 040 602 7016 . Fax :040 608 4372. Email: chantal.mclean@ecdoe.gov.za
Website: www.ecdoe.gov.za

18 October 2024

Ms. L. Sidiya
Acting Chief Director: Corporate Services
Department of Education
Zwelitsha
Via email: lukhanyo.sidiya@ecdoe.gov.za

Dear Ms Sidiya

**RE: APPOINTMENT AS ACTING DDG CORPORATE SERVICES 21 - 25
OCTOBER 2024**

In terms of section 32 of the Public Service Act, 1994 (as amended), you are hereby directed to perform the function/duties and responsibilities assigned to the post of DDG: Corporate Services from 21 - 25 October 2024. This assignment is additional to your current post of Acting Chief Director: Corporate Services.

In the performance of the assigned duties, please be mindful of all the appropriate legislation, prescripts, control measures and delegations that are applicable.

Kindly report on any decisions you have executed in terms of this delegated authority.

Please note that unless specifically authorised, you may not sub-delegate/assign any decision-making authority assigned to you.

Thank you for your ongoing support, cooperation, and the positive attitude you portray in the management of your responsibilities and functions.

Yours faithfully,

MS. S. MAASDORP
ACTING HEAD OF DEPARTMENT
DATE: 18.10.24