

lphondo leMpuma Kapa: Isebe leMfundo Provinsie van die Oos Kaap: Department van Onderwys Porafensie Ya Kapa Botjahabela: Lefapha la Thuto

OFFICE OF THE DIRECTOR: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: Ms S. Nieuwenhuys . Tel: 0605236605. Fax :040 608 Email: sanet.nieuwenhuys@ecdoe.gov.za

Website: www.eceducation.gov.za

INTERNAL MEMORANDUM

TO : ALL PROGRAMME MANAGERS

ALL DISTRICT DIRECTORS

ALL DISTRICT SCM DEPUTY DIRECTORS ALL DEPARTMENTAL CELLPHONE USERS

: ACTING DIRECTOR: FACILITIES, SECURITY AND KNOWLEDGE FROM

MANAGEMENT

DATE : 20 FEBRUARY 2025

SUBJECT : DIRECTIVE FOR THE RETURN OF THE CELLPHONE WHEN EXITING

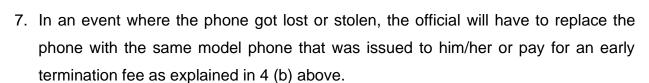
THE DEPARTMENT

The above matter has reference

- 2. It has been noted that officials do not return their cell phones when exiting the department.
- 3. Officials who are exiting the Department are required to report to the Deputy Director of Supply Chain Management/Facilities Management (Auxiliary) a month before exiting the department.
- 4. Three options are available if the official wishes to retain the cell phone number.
 - a. Option 1: The phone is returned in a box with the sim card and charger.
 - b. Option 2: The office requests an early termination fee from the service provider, which will be taken from his/her gratuity amount.
 - c. Option 3: The official applies to continue with the contract that will now be between him/herself and the service provider, depending on the affordability of the official.
- 5. All Officials issued with departmental cell phones within Head Office & Districts must on exiting the Department, return the issued departmental cell phone and sim card to Facilities Management at Head Office and Supply Chain Management in Districts, five (5) days before exit.
- 6. The cost incurred after the date of exit will be deducted from the official concerned.







8. For further information, don't hesitate to contact Mrs N.B Matlakala nosimo.matlakala@ecdoe.gov.za or Mrs P. Ndamase Pozisa.ndamase@ecdoe.gov.za on 0820442235/ 0786509046 respectively.

9. Your co – operation will be highly appreciated.

MS. S. NIEUWENHUYS

20 February 2025 DATE

ACT DIRECTOR: FACILITIES, SECURITY & KNOWLEDGE MANAGEMENT



