



OFFICE OF THE DIRECTOR: COMMUNICATIONS AND EVENTS MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms Y. Mboxela . Tel: 040 608 4494 . Fax :040 608 4372. Email: vuyiseka.mboxela@ecdoe.gov.za
website: www.ecdoe.gov.za

TO : DDG CURRICULUM
: DDG IOM
: DDG CORPORATE SERVICES
: DDG FINANCE
: ALL CHIEF DIRECTORS
: ALL DIRECTORS

FROM: CHIEF DIRECTORATE OF COMMUNICATION AND STAKEHOLDERS
DATE :11 APRIL 2025

SUBJECT: ADVICE ON HOW CIRCULARS AND BULK INTERNAL MESSAGING SHOULD BE ISSUED TO ALL SCHOOLS.

It has come to the attention of the Office of the HOD that from time to time program managers from Branches issue communication instruction to schools without the signature of the HOD and or respective DDGs.

The Office of the HOD through DDG of Corporate Service has instructed Communication Directorate to remind all managers to seek approval from the Office of the HOD for **ALL CIRCULARS** to schools and all circulars must be numbered correctly for easy referencing.

Email: vuyiseka.mboxela@ecdoe.gov.za / mboxelav@gmail.com


SA MAASDORP

HEAD OF DEPARTMENT

11/04/2025
DATE

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