



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, , Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Ms BM Madonsela** Tel: 040 608 4228 . Email: buhle.madonsela@ecdoe.gov.za

Website: www.ecdoe.gov.za


TO	DEPUTY DIRECTOR GENERALS CLUSTER CHIEF DIRECTORS CLUSTER DIRECTORS DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA&P CIRCUIT MANAGERS SCHOOL PRINCIPALS ORGANISED LABOUR UNIONS SCHOOL GOVERNING BODIES
FROM	DIRECTOR: HRA
SUBJECT	UPDATING OF PERSONAL INFORMATION
DATE	02 JULY 2025

Maintaining updated employee records in Human Resource Management is crucial for legal compliance, effective decision-making, and efficient human resource operations. Accurate records management helps to prevent litigations, support performance management, and facilitate strategic talent management. It also ensures efficient audits and streamlines human resource processes.

Therefore, you are requested to receive the attached form for filling to update your personal information on PERSAL. Please also include supporting documents in the form of qualifications, copies of identity document, marriage certificate, decree of divorce, registration with professional body, etc.)

The filled form must be submitted to your local human resource administration offices for processing on PERSAL and filling to employee personal files. Employees are encouraged to update their information if there are new changes.

Kindly ensure that the content of this communication is brought to the attention of all employees.


MISS BM MADONSELA
DIRECTOR: HRA

02.07.2025
DATE