



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

TO : DEPUTY DIRECTOR GENERAL(S)
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS
DEPUTY DIRECTORS – HRA&P (DISTRICT OFFICES)
ALL SUPERVISORS
ALL EMPLOYEES

FROM : DIRECTOR – HUMAN RESOURCE ADMINISTRATION

SUBJECT : AUDITOR GENERAL – REQUEST FOR INFORMATION

DATE : 07 JULY 2025

Kindly note that this correspondence bears reference.

Your good offices are requested to assist the HR Unit by collecting work attendance registers.

This office has finalised the process of conducting an audit of the said registers.

Should you require further information regarding the above, please do not hesitate to contact Mr. Andile Mbambo on andile.mbambo@ecdoe.gov.za or Tel: (040) 608 4361

Kind Regards


MS BM MADONSELA
DIRECTOR: HRA
DATE: 7/7/2025



AUDITOR - GENERAL
SOUTH AFRICA

The Accounting Officer
C/o the appointed audit controller for the department
Eastern Cape Department of Education
Private Bag X0032
Bhisho
5605

23 June 2025

Reference: RFI 3023 of 2025

Dear Ms S Maasdorp

Request for information for the audit of the financial statements, performance report and compliance with legislation for the Eastern Cape Department of Education for the year ended 31 March 2025.

1. We require the following information that will be used for the application of those auditing procedures necessary to enable us to conduct our audit. You are kindly requested to provide the information detailed below within 3 working days of the receipt of this letter (on or before **Friday, 27 June 2025**). Please ensure that any confusion regarding this request is timeously resolved with either the auditor or audit manager undersigned.
2. Should any information requested not be received within the agreed timeline and should we not be able to obtain sufficient appropriate audit evidence by alternative procedures, this omission will be considered to be a misstatement of the relevant section audited as a result of the limitation on the scope of the audit.
3. The amount of the misstatement in our sample will be projected to the population and, if material, the limitation may result in a qualification or disclaimer of the auditor's opinion.
4. Should you be unable to supply the information requested in the time specified, kindly indicate the reasons for the non-submission or for the delay in meeting the agreed date of the submission. These reasons and an agreed revised date of submission should take place within 3 days of receipt of the RFI.
5. In order for us to meet the legislated dates for the submission of the audit report, the delay in meeting the agreed timelines for submission of the requested information may result in it not being taken into consideration in concluding on the audit.

1. Information Requested

- Please provide us with the criteria for classifying employees as essential workers
- Memo detailing the approval of employees to not take leave during closure for festive season
- Work attendance registers for the period 17 December 2024 – 31 December 2024.
- Internal audit reports for the period Jan – March 2025
- Management representation letter relating to how the housing allowance arrear payments are calculated and the basis for the calculation.

Yours Sincerely

Renier Van Bruggen
Audit Manager
Eastern Cape Business Unit

Enquiries: Yanga Morrison
Telephone: (043) 709 7200
Fax: (043) 709 7300
Email address: YangaM@agsa.co.za

1. Acknowledgement of receipt of request by management:

I hereby acknowledge receipt of the request for information

Received by _____ Date _____

2. Submission of information by management:

I have submitted the requested information on behalf of responsible head of department and confirm that all the information requested has been submitted. I have not been able to submit the information for the reasons as indicated and the information will not become available at a future date.

Submitted by _____ Date _____

3. Acknowledgement of information by auditor:

I hereby acknowledge receipt of the information as detailed herein.

Received by _____ Date _____