



## INTERNAL MEMORUNDUM

**TO : CHIEF FINANCIAL OFFICER  
DEPUTY DIRECTORS GENERAL  
ALL CHIEF DIRECTOR  
ALL DIRECTORS  
ALL DEPUTY DIRECTORS  
ALL EMPLOYEES  
ALL LABOUR FORMATIONS**

**FROM : HEAD OF DEPARTMENT**

**SUBJECT : MORATORIUM ON ALL NEW ACTING APPOINTMENTS.**

**DATE : 10 NOVEMBER 2025**

### 1. PURPOSE

The purpose of this memorandum is to inform all employees of the Eastern Cape Department of Education (ECDOE) of the moratorium that is being implemented on all new acting till further notice.

### 2. BACKGROUND AND MOTIVATION

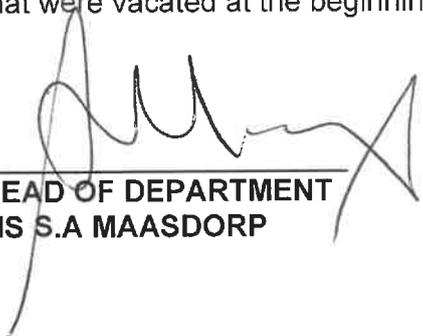
The Department has allowed employees to act and be paid acting allowance on vacant posts to ensure that service delivery is not compromised. This has assisted the Department to achieve its strategic intent, such that since 1994, the Department received an unqualified audit report from the Auditor-General South Africa.

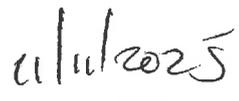
However, the Department has decided to put a moratorium on any new acting henceforth due to budget constraints that the Department is experiencing. Therefore, any new request for acting will not be accepted. Acting may resume in April 2026 when the budget becomes available.

**MORATORIUM ON ALL NEW ACTING APPOINTMENTS.**

### 3. CONCLUSION

All departmental officials must adhere to this memorandum as the Department cannot afford any kind of over-expenditure on the Cost of Employees (COE). Line managers should ensure that they bring the contents of this memorandum to all employees under their leadership. However, acting against funded critical posts SHOULD be submitted to the Head of Department for consideration these include natural attrition/critical posts that were vacated at the beginning of the financial year 2025/26.

  
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HEAD OF DEPARTMENT  
MS S.A MAASDORP

  
\_\_\_\_\_  
DATE

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