

**WESTERN CAPE EDUCATION DEPARTMENT
LIST OF CIRCULARS ISSUED DURING THE YEAR 2015**

CIRCULAR	FILE AND IMS NO.	ENQUIRIES AND TELEPHONE NO.	DATE	DISTRIBUTION	SUBJECT
0001/2015	2/19/2 33973	MT Ndzuzo 021 467 2000	2015-01-12	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, Heads: IMG Co-ordination and Advice , IMG Managers, Principals of Public schools, Chairpersons of Governing Bodies, Chairpersons of Representative Councils of learners at public schools and Teacher Liaison Officers.	Determination of the functions and procedures for the establishment and election of representative councils at public schools
0002/2015	3/1/5B 34569	DD Louw 021 467 2000	2014-12-17	Deputy Directors-General, Chief Directors, Directors, Head: IMG Co-ordination and Advice, Circuit Team Managers, Deputy Directors at the Districts and Principals and School Governing Body Member of public schools	Reporting on the monitoring of the receipting and spending of all school funds
0003/2015	13/12/10/1 34186	IJ Morkel 021 467 2000	2015-02-19	Chief Directors. Directors, (Head Office and education districts offices), Deputy Directors, IMG Managers, Circuit Team Managers, and Principals and governing body Chairperson of public schools including public schools for learners with special education needs	Determination of the Procedures for the establishing and election of governing bodies at public schools
0004/2015	5/8/4/1/2 43789	A Henriques 021 467 2767	2015-02-25	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, IMG Managers, Heads: IMG Co-ordination and Advice, Principals and Governing Body Chairpersons of all section 21 ordinary public schools	Ordering of stationery and cleaning material by section 21 schools
0005/2015	5/8/4/1/2 43789	A Henriques 021 467 2767	2015-02-25	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, IMG Managers, Heads: IMG Co-ordination and Advice, Principals and Governing Body Chairpersons of all section 21 ordinary public schools	Online ordering of stationary and cleaning materials for non-section 21 schools
0006/2015	3/1/5/B 43507	L van Wyk 021 467 2658/2608	2015-03-03	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, IMG Managers, Head: IMG Co-ordination and Advice, Deputy Directors at district offices, and Principals and Chairpersons of governing bodies of ordinary public schools	Compensation for school fee exemptions
0007/2015	14/7/1/2 43685	TJ Magwaca 021 467 2626	2015-03-02	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Deputy Directors, Chief Education Specialist, Heads: Curriculum Co-ordination and Advice, Curriculum Advisors, Circuit Team Managers, Heads: IMG Co-ordination and Advice, IMG Mangers, Deputy Chief Education Specialist, Assessment Co-ordinators, and Heads of all educational Institutions that prepare candidates for the National Senior Certificate Examinations	Final timetable and arrangements for the October – November 2015 National Senior Certificate examination
0008/2015	14/3/2 43359	S Gqotso 021 467 2336	2015-30-04	Deputy Directors-General, Chief Directors, Directors, (Head office and education district offices), Deputy Directors, Chief Education Specialist, Heads: Curriculum Co-ordination and Advice, Circuit Team Managers, Head: IMG Co-ordination and Advice, IMG Managers GET Co-ordinators, Deputy Chief Education Specialists, Senior Curriculum Planners: General Education and Training , Assessment Co-ordinators, Curriculum Advisers and Head of Institutions which offer Grade 1 to 9	Timetable for the 2015 National Assessments
0009/2015	14/7/1/2 44031	Ms NF Sobetwa 021 467 2891	2015-03-06	Chief Directors, Directors, (Head Office and Education Districts offices), Deputy Directors, Chief Education Specialists, Head: Curriculum Co-ordination and Advice, IMG Managers, Deputy Chief Specialists, Head: SLES Co-ordination, Assessment Co-ordinators, Curriculum Advisers and	Final timetable and arrangements for the June 2015 Adult Basic Education and Training (ABET) level 4 examination

				Managers of Adult Learning Centres	
0010/2015	14/7/1/2 43686	TJ Magwaca 021 467 2626	2015-03-09	Deputy Directors-General, Chief Directors, Directors (Head Office and Education District Office), Deputy Directors, Chief Education Specialists, Heads: Curriculum Co-ordination and Advice, Curriculum Advisors, Circuit Team Managers, Head: IMG Co-ordination and Advice, IMG Managers, Deputy Chief Education Specialists, Assessment Co-ordinators and Heads of Institutions which prepare candidates for the Senior Certificate Examinations	Timetable and arrangements for the June – July 2015 Senior Certification Examination
0011/2015	14/11/2 43113	TJ Magwaca 021 467 2626	2015-03-12	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Co-ordination and Advice, Curriculum Advisers, Circuit Team Managers, Heads: IMG Co-ordination and Advice, IMG Managers, Deputy Chief Education Specialists, Assessment Co-ordinators and Heads of institutions which prepare candidates for the National Senior Certificate, Senior Certificate and ABET Level 4 examinations	National examinations: Procedures regarding cellphones and electronic devices
0012/2015	13/2/7 44795	LR Abrahams 021 467 2633	2015-03-19	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Circuit Team Managers, IMG Managers, School Principals, Chairpersons of governing bodies	Early enrolment and management of school admission information 2015/16
0013/2015	13/2/10/3 45283	IMG Managers	2015-03-19	Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and education district offices), Heads: IMG Co-ordination and Advice, Circuit Team Managers, Chief Education Specialists, Deputy Chief Education Specialists and Heads of Educational Institutions	Capturing of term performance on CEMIS for 2015
0014/2015	2/4/P 43827	M. Molaba 021 467 2742	2015-03-19	Deputy Directors-General, Chief Directors, Directors, Deputy Directors, (Corporate Service at education district offices and all SCM Champions	WECD circulars issued during 2014
0015/2015	9/1/1/1/1/2268 & 9/1/1/1/1/2271 34859 & 38402	RL Africa	2015-03-24	Directors (education district offices), Circuit Team Managers, Heads: IMG Co-ordination and Advice, Heads: Curriculum Co-ordination and Advice, Heads: SLES Co-ordination and Advice, IMG Managers, Principals and Chairpersons of governing bodies of public schools	Ordering of cleaning materials and stationary by Head office and education district office
0016/2015	5/8/4/1/2 44801	V Madasi 021 467 9357/2129	2015-03-24	Deputy Directors-General, Chief Directors, Directors, Head: Curriculum Co-ordination and Advice, Circuit Team Managers, IMG Managers, Deputy Chief Education Specialists, Curriculum Advisers and Principals ordinary public and applicable special schools	Online system for Grade 1-9 and Grade R workbooks for 2015
0017/2015	13/2/8/12 54201	L B Shasha 021 467 2770	2015-03-24	Chief Directors, Directors, and Principals and Governing Body Chairpersons of ordinary public school and hostel	Increases in boarding , private boarding and transport bursaries, and personnel subsidies payable to hostels and schools
0018/2015	2/10 43552	R Larney 021 467 2337	2015-03-26	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, IMG managers, Principals and Chairpersons of Governing Bodies	Invitations to dignitaries or guests of honour and protocol to be observed
0019/2015	12/2/35/3/1 45990	R Larney 021 467 2337	2015-04-08	Deputy Directors-General, Chief Directors, Directors, Heads: IMG Co-ordination and Advice, Circuit Managers, Principals and Chairpersons of governing bodies of public schools	Code of conduct of a governing body
0020/2015	10/1/P 25669	J Heath 021 467 2000	2015-04-10	Deputy Directors-General, Chief Directors, Directors, (Head Office and education district offices), Circuit Team Managers and Officials at Head Office and education district offices	Completion and submission of the driver details and verification form and supporting documentation for users of GG vehicles

0021/2015	14/16/1/2 45899	AB Jantjies 021 467 2895	2015-04-14	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Co-ordination and Advisers, Circuit Team Managers, Head: IMG Co-ordination and Advice, IMG Manager, Deputy Chief Education Specialists, Head: SLES Co-ordination and advice, Assessment Co-ordinators and Heads of institutions which prepare candidates for the National Senior Certificate examinations	National Senior Certificate Awards criteria for 2015
0022/2015	5/8/4/1/2 46779	B Le Keur 021 467 2767	2015-04-10	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, IMG Managers, Heads: IMG Co-ordination and Advice, Deputy Directors at education district offices, Principals and Governing Body Chairpersons of all non-section 21 ordinary public schools	Online ordering of learner and teacher stationery as well as cleaning materials in the 2015/2016 financial year for all non-section 21 schools
0023/2015	10/1/P 40473	C Barron 021 467 2000	2015-04-10	Deputy Directors-General, Chief Directors, Directors, (Head Office and education district offices), Circuit Team Managers and Officials at Head Office and education district offices	New traffic offences and penalties
0024/2015	10/1/P 40463	C Barron 021 467 2000	2015-04-10	Deputy Directors-General, Chief Directors, Directors, (Head Office and education district offices), Circuit Team Managers and Officials at Head Office and education district offices	Use of government transport by officials who perform overtime duty and travel between residence and workplace
0025/2015	10/1/P 40688	C Barron 021 467 2000	2015-04-10	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Circuit Team Managers and Office at Head Office and education district offices	Revised Application to ravel form (trip authority) for issuing GG vehicles
0026/2015	10/1/P 40469	C Barron 021 467 2000	2015-04-10	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Circuit Team Managers and Office at Head Office and education district offices	Allocation and control of GG vehicles
0027/2015	10/1/P 40465	C Barron 021 467 2000	2015-04-10	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Circuit Team Managers and Office at Head Office and education district offices	Submission of GG logsheets
0028/2015	13/2/8/17/1/2 44187	RR Biscombe 021 467 2891	2015-05-13	Chief Director: District, District Directors, Deputy Directors: Corporate Services (district offices), IMG Managers, Circuit Team Managers, Principals of ordinary public schools and Governing Bodies with WCED funded learner transport schemes	Amended policy for the management of leaner transport schemes at ordinary public schools
0029/2015	14/7/1/2 47663	TJ Magwaca 021 467 2626	2015-05-21	Deputy Directors-General, Chief Directors, Directors, (Head Office and education district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Co-ordination and Advice, Curriculum Advisers, Circuit Team Managers, Heads: IMG Co-ordination and Advice, IMG Managers, Deputy Chief Education Specialist, Heads: SLES Co-ordination, Assessment Co-ordinators and Heads of institution that prepare candidates for the Notional Senior Certificate examinations	Amended final timetable for the October – November 2015 National Senior Certificate Examinations
0030/2015	10/1/P 40467	JG Heath 021 467 2000	2015-04-10	Deputy Directors-General, Chief Directors, Directors, (Head Office and education district offices), Circuit Team Managers, and officials at Head Office and education district offices	Officials' duties and responsibilities when using GG vehicles
0031/2015	5/8/4/1/2 20150605-113	A Henriques 021 467 2767	2015-06-08	Deputy Directors-General, Chief Directors, Directors, Head: Curriculum Co-ordination and Advice, Circuit Team Managers, IMG Managers, Deputy Chief Education Specialists, Curriculum Advisers and Principals of ordinary public schools	Online ordering facility for Grades 1-12 CAPS textbooks
0032/2015	10/1/P 40686	C Barron 021 467 2000	2015-05-26	Deputy Director-General, Chief Directors, Directors (Head Office and education district offices), Circuit Team Managers and Officials at Head Office and education district offices	Use of GG and leased vehicles for official purposes

0033/2015	14/7/1/2 20150629-835	NF Sobetetwa 021 467 2891	2015-07-02	Chief Directors, Directors (Head Office and Education District offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Co-ordination and Advice, Circuit Team Managers, Heads: IMG Co-ordination and Advice, IMG Managers, Deputy Chief Education Specialists, Head : SLES Co-ordination, Assessment Co-ordinators, Curriculum Advisors and Managers of Adult Learning Centres	Final timetable and arrangements for the November 2015 Adult Basic Education and Training (ABET) Level 4 examination
0034/2015	5/8/4/1/2 20150703-947	V Madasi 021 467 9357/2129	2015-07-14	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Co-ordination and Advice, Circuit Team Managers, IMG Managers, Deputy Chief Education Specialists, Curriculum Advisers and Principals of ordinary public and applicable special schools	Delivery of Grade R-9 DBE workbook for 2016
0035/2015	5/8/4/1/2 20150714-1218	B le Keur 021 467 2094	2015-07-15	Deputy Directors-General, Chief Directors, Circuit Team Managers, IMG Managers, Heads: IMG Co-ordination and Advice, Deputy Directors at education district offices, Principals and Governing Body Chairpersons of all non-section 21 ordinary public schools	Online ordering of stationery and cleaning materials in the 2015/2016 financial year for non-section 21 ordinary public schools
0036/2015	2/19/2 20150720-1337	LC Coleridge - Zils 021 467 2000	2015-06-29	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Deputy Directors, Circuit Team Managers, Principals of public schools and the Chairpersons of governing bodies	Regulations on the Issuing of performance Indicators on Public Schools
0037/2015	2/4/P 20150608-132	Matsela Molaba 021 467 2742	2015-07-15	Deputy Directors-General, Chief Directors, Directors, Heads of Sub-Directorates and Sections at Head Office and education district offices, Heads: IMG Co-Ordination and Advice	Revised guidelines on the issuing of Circulars, Minutes and Notices
0038/2015	8/7/P 20150723-1602	JG Heath 021 467 2000	2015-07-20	Deputy Directors General, Chief Director, Directors,(Head Office and education district offices) Circuit Team Managers and officials at Head Office and education district offices, Principals of school and governing bodies	Parking for visitors and officials in the Grand Towers and Golden Acre Shopping Centre
0039/2015	13/12/2/B 20150714-1291	DD Louw 021 467 2000	2015-07-29	Deputy Directors-General, Chief Directors, Directors, (Head Office and education district offices), Deputy Directors, Heads: IMG Co-ordination and Advice, Circuit Team Managers, IMG Managers and Principals and governing body Members of public schools	Compliance with the requirements of the Competition Act
0040/2015	2/19/2 20150729-1795	L R Abrahams 021 467 2364	2015-08-07	Deputy Directors-General, Chief Directors, Directors, (Head Office and education district offices), Circuit Team Managers, IMG Mangers, School Principals, Chairpersons of governing bodies	Alignment of timeframes for applications for admission to Western Cape Education Department (WCED) schools and management of school admission information for 2016/17
0041/2015	13/12/2/B 20150617-435	DJ Moonsamy 021 467 2000	2015-08-11	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Circuit Team Managers, IMG Managers, Principals and Governing Body Chairpersons of public schools	Use of raffles by schools as a fundraising method
0042/2015	7/1B 20150817-2392	Circuit Team Managers 021 467 2000	2015-08-20	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Team Managers, IMG Managers, Principals of ordinary public schools and Members of governing bodies	Provision of 2016 teaching staff establishment to ordinary public schools
0043/2015	14/7/1/2 20150728-1723	TJ Magwaca 021 467 2626	2015-08-18	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Deputy Directors Chief Education Specialists, Head: IMG Co-ordination and Advice, Curriculum Advice, IMG Managers, Deputy Chief Education Specialists, Heads: SLES Co-ordination, Assessment Co-ordination, Assessment Co-ordinators and Heads of institutions that prepare candidates for the National Senior Certificate Examinations	Second amendment to the final timetable for the October – November 2015 National Senior Certificate Examinations
0044/2015	10/1/P 20150825-2658	C Barron 021 467 2000	2015-08-18	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Circuit Team Managers and Officials at Head office and education district offices	Necessity of a professional driving permit (PrDP)
0045/2015	13/2/10/3	IMG Manager	2015-08-04	Chief Directors, Directors, Circuit Team Managers, IMG Managers, Principals	Function to track learner academic performance on CEMIS for

	20150729-1800	021 467 2337		and Education	the remainder of 2015
0046/2015	7/1/B 20150824-2614	Circuit Team Manager 021 467 2000	2015-08-26	Deputy Directors- General, Chief Directors, Directors, Chief Education Specialists, Circuit Team Managers, IMG Managers, Principals of Special ordinary public schools and Members of School Governing Bodies	2016 teacher staff establishments of special ordinary public schools.
0047/2015	13/2/2/B 20150814-2350	W Mercurur 021 467 2630	2015-09-03	Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Head Office and education district offices), Circuit Team Managers and Therapists, Deputy Information Officers (Head Office and education district offices)	PAIA: Revised procedure for providing access to information
0048/2015	1/1/4/1/1 20150818-2439	Deputy Information Officers 021 467 2000	2015-09-04	Deputy Directors-General, Chief Directors, Directors (Head Office and education district offices), Heads of IMG Components, Deputy Directors (district offices), IMG Managers, Circuit Team Managers, IMG Managers: ECD, Heads of pre-primary schools and ECD independent schools, and Principals of ordinary public schools with Grade R classes	Payment of Grade R practitioners' salaries
0049/2015	14/2/3 20150914-3297	R van der Horst 021 467 2991	2015-09-14	Deputy Directors-General, Chief Directors, (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: IMG Co-ordination and Advice, IMG Managers, GET Co-ordinators, Deputy Chief Education Specialists, Senior Curriculum Planners: General Education and Training, Assessment Co-ordinators, Curriculum Adviser and Heads of institutions which offer Grades 1 to 9	Postponement of the 2015 Annual National Assessment
0050/2015	7/13/P 20150703-976	Call Centre 021 467 2000	2015-08-31	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, Institutional Management Governance managers, Principals of all Public Schools and Education Centre	Policy for the management of the worktime of teachers at schools
0051/2015	13/2/8/17/1/2 20150721-1377	MJ Hendricks 021 467 2327	2015-09-02	Chief Director: Districts, District Directors, Deputy Directors: Corporate Services (district offices), IMG Managers, Circuit Team Managers, and Principals and governing body Chairpersons of schools with WCED funded learner transport schemes	WCED Standard Operating Procedure Manual for the management of learner transport schemes at ordinary public schools
0052/2015	10/4/P 20150923-3641	R Daniels 021 467 2000	2015-09-21	Deputy Directors-General, Chief Directors, Directors, (Head Office and district offices), Deputy Directors (Head Office and district offices) and Chief Education Specialists (Head Office and district offices)	Cellular Phone Policy of the Western Cape Education Department, 2015
0053/2015	6/3/2/1 20150928-3699	Call Centre 021 467 2000	2015-09-28	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, Heads of all educational institutions, and Chairpersons of governing bodies	Management of substitute educators from 02 October 2015
0054/2015	6/3/2 20151009-4092	Call Centre 021 467 2000	2015-10-07	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, Heads of all educational institution and Chairpersons of governing bodies	Permanent of newly qualified educators in terms of Section 6A of the Employment of Educators Act, 1998
0055/2015	6/3/2 20151009-4093	Call Centre 021 467 2539	2015-10-08	Deputy Directors-General, Chief Directors, Circuit Team Managers, Heads of all educational institution and Chairpersons of governing bodies	Conversion of temporary employment of Post Level 1 Educators to permanent employment in term of Section 6B of the Employment of Educators Act, 1998
0056/2015	14/7/1/2 20151001-3836	AB Jantjies 021 467 2895	2015-10-09	Deputy Directors-General, Chief Directors, Directors (Head office and education district offices), Chief Education Specialists, Heads: Curriculum Co-ordination and Advice, Circuit Team Managers, Heads: IMG Co-ordination and Advice, IMG Managers, Deputy Chief Education Specialists, Assessment Co-ordinators, Curriculum Advisers and Heads of education institutions that prepare candidates for the National Senior Certificate	Participation in pledge-signing ceremony relating to the 2015 National Senior Certificate
0057/2015	5/8/4/1/2 20150910-3196	V Madasi 021 467 9357	2015-10-09	Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Co-ordination and Advice, Circuit Team Managers, IMG Managers, Deputy Chief Education Specialists, Curriculum Advisers and Principals of ordinary public and applicable special schools	Online system for Grade R to 9 workbooks for 2016

0058/2015	7/5/1 20151024-4583	TS Matseliso 021 467 2000	2015-11-04	Deputy Directors- General, Chief Directors, Directors, Deputy Directors, Circuit Team Managers, IMG Managers and Heads of educational institutions	Payment of the 13 th cheque/service bonus for all staff with effect from 01 March 2016
0059/2015	13/12/41/1/1 20151105-4923	LR Abrahams 021 467 2364	2015-11-06	Deputy Directors-General , Chief Directors, Directors, (Head Office and district offices), Heads: IMG Co-ordination and Advice, Circuit Team Managers, IMG Managers, Principals of ordinary public schools	Basic textbook retrieval report – CEMIS
0060/2015	6/1/5/1 20151102-4753	Circuit Team Manager 021 647 2000	2015-11-04	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Team Managers, IMG Managers and principals of all ordinary public schools	Provision of 2016 public service staff establishments to ordinary public schools
0061/2015	6/1/3/12/P 20150814-235	District Directors 021 647 2000	2015-11-20	Deputy Directors-General; Chief Directors, Directors, Circuit Team Managers, IMG Managers, Principals and Chairpersons of governing bodies	Reorganising of existing district boundaries and circuits
0062/2015	2/7/B 20151019-4331	M Molaba 021 467 2742	2015-11-19	Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and district offices), Circuit Team Managers, IMG Managers, Heads: Curriculum Co-ordination and Advice	Filing procedure of the Western Cape Education Department (WCED)
0063/2015	3/1/1/1/1/5 20151118-5396	See Paragraph 12 021 467 2658	2015-11-25	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, IMG Managers, Heads: IMG Co-ordination and Advice, Deputy Directors at district offices, and Principals and governing body Chairpersons of non-Section 21 ordinary public schools	Non-Section 21 schools: Norms and standards funding for schools GR 1-12 – Financial allocation for the 2016/17 Financial year
0064/2015	3/1/1/1/1/5 20151118-5396	See Paragraph 11 021 467 2658	2015-11-25	Deputy Directors-General, Chief Directors, Directors, Circuit Team Managers, IMG Managers, Heads: IMG Co-ordination and Advice, Deputy Directors at district offices, and Principals and governing body Chairpersons of Section 21 ordinary public schools	Section 21 schools: Norms and standards funding for Gr 1-12 – Financial allocation for the 2016/17 Financial Year
0065/2015	6/1/5/1 20151120-5499	Circuit Team Managers 021 467 2000	2015-12-01	Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Team Managers, IMG Managers and Principals of all special public schools	Provision of 2016 public service support staff establishments to special public schools
0066/2015	10/4/P 20151118-5368	R Daniels 021 467 2000	2015-11-23	Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices) and Chief Education Specialists (Head Office and district offices)	Suspension of voicemail facility at WCED Head Office buildings`
0067/2015	13/5/R 20151119-5423	BB Goosen LR Kutase 021 467 2208/483 9880	2015-12-01	Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Head Office and district offices), Heads: Curriculum Co-ordination and Advice, Heads: Learning Support, Heads: IMG Co-ordination and Advice, Circuit Team Managers, IMG Managers, Chief Education Specialists, Deputy Chief Education Specialists, Curriculum Advisers, Learning Support Advisers and Principals of ordinary public primary schools and special public schools	Deworming of Grade R to Grade 7 learners in quintile 1-3 schools: 16 February 2016 to 11 March 2016
0068/2015	9/6/B 20151204-5937	J Solomon 021 467 2000	2015-12-02	Deputy Directors-General, Chief Directors, Directors, SCM Champions and Asset Controllers (Head Office and district offices)	Procedure for the submission of applications for the procurement of furniture and other equipment (ICT equipment included) for Head Office and district offices