



DEPARTMENT OF
EDUCATION

To: Media House

Date: 12 July 2017

For immediate attention

Calling designated Principals and Circuit Managers to disclose their finances

The Senior Management Staff in the Public Service are expected to disclose their financial interests in April of each year. Employees in the Department were not left behind. In June dedication was focused to lower levels. However, there is a new category that needs to finalise their disclosures which includes some principals and Circuit Managers. This is according to the determination recently issued by the Department of Public Service and Administration.

The Principals and Circuit Managers include employees earning at salary level 12 and those on level 11 but earning equivalent of level 12 as per the OSD, which involves employees also getting allowance on conditions of employment. The law indicates that all employees have to disclose through the eDisclosure System.

To assist designated employees at districts levels, the Department is sending officials from the relevant branch to assist employees at districts. Assistance will include registration to eDisclosure system and disclosing the finances for 2017/8 financial year. **It is in this regard that the Department is making a call to Principals and Circuit Managers to avail themselves to be assisted** as per the provided schedule:

Action plan

Date	Exercise	Venue
10 July 2017	Briefing finance & Supply Chain Management units and salary level 11	Apel cross office
11 July 2017	Briefing Finance & Supply Chain Management units and salary level 11	Sekhukhune district
12 July 2017	Monitoring the process	Polokwane district
13 & 14 July 2017	Monitoring the process	Vhembe & Tshipise -Sagole districts
18 & 19 July 2017	Briefing session to employees	Mogalakwena & Waterberg districts

20 & 21 July 2017	Monitoring the process	Mopani & Tzaneen districts
25 & 26 July 2017	Monitoring disclosure process	Lebowakgomo district
27 -31 July 2017	Office work and ready to assist departmental visitors for assistance	33 Biccard

Issued by Communication Services
Contact: Dr Naledzani Rasila
Cell: 072 747 3078
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