



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Enquiries: Mr Makubetse Sekhonyane

Tel: 011 355 1058

Ref: Memo: School Principals to issue permits

INTERNAL MEMO

**TO: DISTRICT DIRECTORS
SCHOOL PRINCIPALS**

**CC: DEPUTY DIRECTOR-GENERAL: CURRICULUM
MANAGEMENT AND DELIVERY
DEPUTY DIRECTOR-GENERAL: CORPORATE
MANAGEMENT**

**FROM: MR EDWARD MOSUWE
HEAD OF DEPARTMENT**

**SUBJECT: DELEGATION OF AUTHORITY TO SCHOOL PRINCIPALS
TO ISSUE PERMITS TO STAFF TO RETURN TO WORK**

Dear Colleagues,

1. Following the announcement by the Minister of Basic Education that the schools will reopen on 01 June 2020 for Grades 7 and 12, personnel will be required to report for duty in preparation for this period.
2. In line with the regulations, the staff members will require permits that have been approved by the relevant authority.
3. Authority is hereby delegated to the school principals to approve and issue permits for all school staff members who will be reporting for duty as per the Minister's announcement.
4. District Directors are requested to inform all school principals of this notice and to distribute the attached permit form to the schools for the implementation of this notice.
5. It is expected that this authority and the permit form will be used in compliance with the regulations.
6. It is hoped that the above information is in order.

Yours sincerely

**MR EDWARD MOSUWE
HEAD OF DEPARTMENT**

DATE: 20/05/2020



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ANNEXURE A FORM 1 PERMIT TO PERFORM ESSENTIAL SERVICE

Regulation 11B (3)

- Please note that the person to whom the permit is issued must at all times have some form of identification to be presented together with this permit. If no identification is presented the person to whom the permit is issued will have to return to his or her place of residence during the lockdown period.

Principal Surname				
Principal Full names				
Principal Identity number				
Contact details	Cell nr.	Tel Nr(W)	Tel Nr(H)	e-mail address
Physical Address of Institution/School				

Hereby certify that the employee below is authorized to work during the lockdown period:

Employee Surname	
Employee Full names	
Employee Identity number	
Place of residence of employee	

Is performing essential services as stipulated in the Disaster Management Act 2002. Published by Government Notice No. 318 of 18 March 2020.

Signature of School Principal

*Official
stamp of
Institution*