

Province of the  
**EASTERN CAPE**  
EDUCATION

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**OFFICE OF THE SUPERINTENDENT GENERAL**

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**Circular No. 13 of 2014**

**TO :** ALL DEPUTY DIRECTORS GENERAL  
CHIEF FINANCIAL OFFICER  
CHIEF DIRECTORS  
DIRECTORS  
DISTRICT DIRECTORS  
SPECIAL SCHOOL PRINCIPALS  
LABOUR UNIONS & STAFF ASSOCIATIONS

**FROM :** SUPERINTENDENT GENERAL: EDUCATION

**DATE :** 10 JUNE 2014

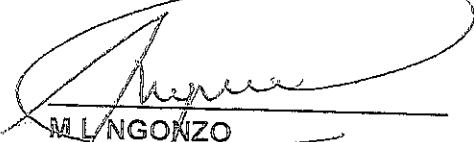
**SUBJECT :** PROCUREMENT OF SPECIAL SCHOOL RESOURCES

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1. This serves to advise all Principals and affected stakeholders of all Special Schools that the decisions of the Department to centralise provision of LTSM will be extended to all Special Schools for the 2015 academic year.
2. The above injunction means that the budget of 2014/15 financial year to be transferred to schools in two tranches will be made up of the following items:
  - Operating costs for Administration
  - Payment of Municipal bills
  - Maintenance of schools
  - Hostels, Transport and provision for meals for residential learners.
3. The balance of the funds for **TUITION** will be retained at the Provincial Office to facilitate cost effective procurement of special school resources including LTSM.
4. Special Schools will requisition their resources through a Provincial Resource Catalogue and the process will be explained in details at a meeting/ workshop to be convened for all those concerned. The major benefit for this approach is that it allows the department to procure quality goods at competitive prices (scales of economy).

5. Note further that the contents of this circular remain effective in subsequent years until is withdrawn or portion/s of the content is / are amended.

6. Cluster Chief Directors and District Directors must bring the contents of this circular to the attention of all concerned.



W. L. GONZALO  
SUPERINTENDENT-GENERAL