



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

**SUBMISSION ROUTE FORM: VACANCY LIST ..... OF 201.....: FILLING OF VACANT ADVERTISED  
EDUCATOR POSTS  
(Circular 49/2005) HRA: FORM C**

<b>NAME OF 1<sup>ST</sup> RECOMMENDED CANDIDATE:</b>		Mr/Ms .....		
<b>SUBMISSION: RECOMMENDATION FOR APPOINTMENT IN SCHOOL EDUCATOR POSTS:</b>				
EDUCATORS (VACANCY LIST .../ 201....): POST NO: .....				
		<b>SGB (School Governing Body/College Council)</b>	<b>EDO (Education Development Officer)</b>	
<b>Surname &amp; initials:</b>				
<b>Telephone number: Fax number / e-mail</b>				
<b>Institution Name:</b>				
<b>Comp No:</b>				
<b>ROUTE TO BE FOLLOWED</b>				
<b>TO</b>				<b>REMARKS</b>
<b>Designation</b>	<b>Surname and Initials</b>	<b>Signature</b>	<b>Date</b>	
<b>Head of Institution (EDO to sign for vacant principal post)</b>				(For cognisance)
<b>EDO</b>				(For cognisance)
<b>CES: Education and Governance</b>				
<b>Deputy Director: HRA</b>				
<b>DISTRICT DIRECTOR</b>				
<b>CLUSTER CHIEF DIRECTOR</b>				
<b>PLEASE RETURN TO HRA UNIT IN RELEVANT DISTRICT OFFICE</b>				



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(Circular 49/2005) HRA: Form C1

TO: THE CLUSTER CHIEF DIRECTOR / DISTRICT DIRECTOR

RECOMMENDATION FOR APPOINTMENT IN SCHOOL: EDUCATOR POSTS (VACANCY LIST No  
..... / 201.....)

**PART A: SCHOOL/INSTITUTION:** This portion must be filled in by the relevant SGB after the interview process and verification of all documentation attached

1. POST NO : \_\_\_\_\_

2. POST DESCRIPTION : \_\_\_\_\_

3. POST LEVEL : \_\_\_\_\_

4. INSTITUTION/SCHOOL : \_\_\_\_\_

5. DISTRICT : \_\_\_\_\_

6. Date of Final Interview by SGB : \_\_\_\_\_

7. Details of Person Recommended for above post :

7.1 Personal particulars of recommended candidate:

Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_

Contact No's: \_\_\_\_\_

Identity Number: \_\_\_\_\_

PERSAL NUMBER: \_\_\_\_\_

REQV: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Years of Experience: \_\_\_\_\_

CURRENT POST: (Brief description): \_\_\_\_\_

**RE: RECOMMENDATION FOR APPOINTMENT IN SCHOOL POSTS/ FET COLLEGE/: EDUCATORS**

Circular 49/2005 HRA: FORM C1



**8. MOTIVATION FOR APPOINTMENT OF RECOMMENDED APPLICANT (All short- listed candidates' applications to be attached hereto as Annexures to their application with fully completed, Equity Grid (Form F) and (Form D: Declaration)**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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9. The following are the remaining short-listed applicants recommended for appointment, in order of preference. In the event that the first recommended candidate cannot accept this offer, please indicate if the ranked candidates are appointable. If not, motivate separately why not, as the ECDoE will automatically appoint the next best candidate of preference.

Rank: Recommended Candidates	(See attached application forms and annexures with motivations for <u>appointment</u> )	Appointable/Not Appointable (Reasons must be given where not appointable)
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2<sup>ND</sup> SURNAME/INITIAL: \_\_\_\_\_  
 PERSAL NO.: \_\_\_\_\_  
 ID NO.: \_\_\_\_\_

3<sup>RD</sup> SURNAME/INITIAL: \_\_\_\_\_  
 PERSAL NO.: \_\_\_\_\_  
 ID NO.: \_\_\_\_\_

4<sup>TH</sup> SURNAME/INITIAL: \_\_\_\_\_  
 PERSAL NO.: \_\_\_\_\_  
 ID NO.: \_\_\_\_\_

5<sup>TH</sup> SURNAME/INITIAL: \_\_\_\_\_  
 PERSAL NO.: \_\_\_\_\_  
 ID NO.: \_\_\_\_\_

**10. INTERVIEW PANEL SCORING OF CANDIDATES**

	CANDIDATE	TOTAL AVERAGE SCORE OF PANEL	FINAL RANKING OF CANDIDATE
1			
2			
3			
4			
5			
6			
7			

**RE: RECOMMENDATION FOR APPOINTMENT IN SCHOOL POSTS/ FET COLLEGE/: EDUCATORS**

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**11. INTERVIEWING PANEL**

PANELIST		STATUS	SIGNATURE
1			
2			
3			
4			
5			
6			
7			

**12. OBSERVERS**

**NB: Any non-attendance of observers needs to be noted**

OBSERVER		UNION	SIGNATURE
1		SADTU	
2		CTU: ATU	
3		NATU	
4			
5			

**13. RECOMMENDATION:**

It is recommended that Mr/Ms \_\_\_\_\_  
be appointed in the post of \_\_\_\_\_  
with effect from \_\_\_\_\_. I declare that all due  
processes have been followed by the SGB in terms of Circular 49/2005.

\_\_\_\_\_  
**CHAIRPERSON: GOVERNING BODY**

**Date:** \_\_\_\_\_



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**PART B:**

**DISTRICT OFFICE:** This portion must be filled in by the relevant District Official after verification of all completed documentation sent by the SGB.

**RECOMMENDATION IN PARAGRAPH 13 SUPPORTED / NOT SUPPORTED / SUPPORTED AS AMENDED**

Compliance:	YES	NO
REQV 13 +		
SACE REGISTRATION		
Pre-Mature Retirement e.g. VSP/Medical Boarding (*If "YES", full motivation must be provided in an annexure to this recommendation)		
Misconduct (If "YES", compelling reasons for the re-employment of the candidate must be provided in an annexure to this recommendation)		
Certified Copies of Relevant Education Qualifications		
Appropriateness (according to SGB motivation and EE Grid: Form F)		

**COMMENTS:**

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Education Development Officer (EDO)	DATE	CES: Education and Governance (for cognisance)	DATE

**RECOMMENDATION IN PARAGRAPH 13 SUPPORTED / NOT SUPPORTED / SUPPORTED AS AMENDED**

		Post Level			
		PL2		PL3	PL4
<b>NO</b>	<b>COMPLIANCE:</b>	Tick YES (✓) or NO (X)			
1.	Approved Post on Establishment				
2.	Advertised Post in Vacancy List (bulletin)				
3.	Principal Post upgraded and recommended appointment by SGB.				
4.	Minimum salary notch of applicable salary level.	R			
5.	Maximum salary notch of applicable salary level.	R			
6.	Recommended salary notch for candidate.	R			

**COMMENTS:**

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Deputy Director: HRA	DATE



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**NB:** *The Deputy Director: HRA must attach the letter of appointment to this submission after concurring with the recommendation for the approval of appointment by the Cluster Chief Director.*

**RECOMMENDATION IN PARAGRAPH 13 SUPPORTED / NOT SUPPORTED / SUPPORTED AS AMENDED**

**COMMENTS:**

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\_\_\_\_\_  
**DISTRICT DIRECTOR**

\_\_\_\_\_  
**DATE**

**RECOMMENDATION IN PARAGRAPH 13 APPROVED / NOT APPROVED / APPROVED AS AMENDED**

(Cluster Chief Director to duly sign the attached Letter of Appointment together with this submission)

**COMMENTS:**

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\_\_\_\_\_  
**CLUSTER CHIEF DIRECTOR**

\_\_\_\_\_  
**DATE**

**Note:** *This submission is be returned to the Deputy Director: HRA of the relevant district office to submit the letter of appointment via the EDO to the successful candidate who must be given 7 (seven) days to accept the offer of appointment*

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