



Province of the
EASTERN CAPE
EDUCATION

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TO: DDG-IOM
DDG-EPEM
ACTING CFO
CHIEF DIRECTOR: CLUSTER A
CHIEF DIRECTOR: CLUSTER B
ALL SCHOOLS
ALL OFFICIALS OF THE ECDOE

FROM: SUPERINTENDENT-GENERAL

SUBJECT: INSTRUCTION NOTE 25 - PREVENTION AND MANAGEMENT
OF CORONAVIRUS (COVID-19) –
ISSUING OF PERMITS TO OFFICIALS AND LEARNERS

DATE: 4 JUNE 2020

1. Regulations issued under the Disaster Management Act; and Directions, as issued by the Minister of Basic Education, stipulate that permits or certificates must be issued to certain categories of people.
2. Find below a table setting out the categories of people, the source for the requirement, the person who may issue the permit/certificate and the reference to the correct form to be used.
3. I hereby delegate the authority to Deputy Directors-General, Chief Directors and Directors to issue permits for office-based officials; and to EDO's to issue permits for school principals, as per the table below.
4. **District Directors are hereby instructed to ensure that this communication reaches all officials and schools immediately.**

Yours faithfully


T. KOJANA
SUPERINTENDENT-GENERAL

04/06/2020
DATE

<u>Category</u>	<u>Reference</u>	<u>Person authorised to sign the form</u>	<u>Form attached to this Instruction Note</u>
All officials (including educators and school-based officials) traveling within a metropolitan, district or province from home to work	Regulation 33(1)(a) and (b)	Not applicable	NO PERMIT REQUIRED
Office-based officials traveling between metropolitans, districts, or provinces for work	Level 3 Regulation 33(4)(a) (Form 2 of Annexure A of Regulations)	DDG's, Chief Directors and Directors if office-based employees	APPENDIX A
School principals traveling between metropolitans, districts, or provinces for work	Level 3 Regulation 33(4)(a) and 29 May 2020 Directions 6(1)(a) and 6(2) (Form 2 of Annexure A of Regulations)	EDO	APPENDIX A

<u>Category</u>	<u>Reference</u>	<u>Person authorised to sign the form</u>	<u>Form attached to this Instruction Note</u>
Educators and school-based officials traveling between metropolitans, districts, or provinces for work	Level 3 Regulation 33(4)(a) and 29 May 2020 Directions 6(1)(a) and 6(2) (Form 2 of Annexure A of Regulations)	Principal or person delegated by principal	APPENDIX A
SGB employees traveling between metropolitans, districts, or provinces for work	Level 3 Regulation 33(4)(a) (Form 2 of Annexure A of Regulations)	SGB representative delegated by the SGB	APPENDIX A
All learners traveling from home to school within a metropolitan or district	29 May 2020 Directions 6(6) and (7) (Annexure A of 1 June 2020 Directions)	Principal or person delegated by principal	APPENDIX B

<u>Category</u>	<u>Reference</u>	<u>Person authorised to sign the form</u>	<u>Form attached to this Instruction Note</u>
Learners traveling between metropolitans, districts, and provinces	Level 3 Regulations 33(4)(d) and 34(5) and (6); and 29 May 2020 Directions 6(1)(b) (Form 3A of Annexure A of Regulations)	Principal or person delegated by principal	APPENDIX C
Persons transporting learners to school traveling between metropolitans, districts, and provinces for work	Level 3 Regulation 34(7) and 29 May 2020 Directions 6(8) (Form 3B of Annexure A of Regulations)	Principal or person delegated by principal	APPENDIX D

FORM 2
PERMIT TO PERFORM AN ESSENTIAL OR PERMITTED SERVICE
 Regulations 16(2)(b) and 28(4)

- Please note that the person to whom the permit is issued must at all times present a form of identification 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 Alert Level 4.

I, being the head of institution, with the below mentioned details,

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

Hereby certify that the below mentioned official/employee is performing services in my institution

Surname	
Full names	
Identity number	
Place of residence of employee	

Signed at _____, on this the _____ day of _____ 2020.

 Signature of Head of Institution

Official stamp of
Institution

APPENDIX B

ANNEXURE A

CERTIFICATE FOR LEARNERS ATTENDING SCHOOL WITHIN THEIR METROPOLITAN AREA OR DISTRICT

[Issued in terms of direction 6(6)]

To be completed by the principal or a person authorised by the principal

I, _____ (Name and surname), the principal or
authorised person, of:

Full name of school:	
Full physical address of school:	
Contact number of school:	

hereby issue this certificate to the following learner confirming enrolment at the school to enable
the learner to travel to and from school within the learner's metropolitan area or district:

Full names:	
Surname:	
Full address of place of residence of learner:	

Signed at _____ this _____ day of _____ 2020.

Principal or authorised person issuing

Official
stamp

"FORM 3A
CERTIFICATE FOR LEARNERS OR STUDENTS TO TRAVEL TO ANOTHER
PROVINCE/METROPOLITAN AREA/DISTRICT
 Regulation 34(5)

Note: This certificate and an identity document/drivers licence must be in the possession of the learner/student to whom this certificate is issued

I, Full names:			
Surname:			
Identity number:			
Name of school/institution			
Address of school/Institution			
Province of school/institution			
Metropolitan area/district of school/institution			
Contact details:	Cell nr	Tel No (h)	e-mail address

In my capacity as *Head/delegated person of the above-mentioned *school/institution, hereby declare that the undermentioned *learner/student, is a *learner/student at this *school/institution, and needs to travel between different *provinces/metropolitan areas/districts for education

Full names of learner/student:			
Surname of learner/student:			
Residential address:			
Province of residence:			
Metropolitan area/district of residence:			
Full names of primary caregiver:			
Contact details of primary caregiver:	Cell nr	Tel No (h)	e-mail address

Signed at _____ on this _____ day of _____ 2020.

 *Head/delegated person of *school/institution

Official stamp

FORM 3B
PERMIT TO TRANSPORT LEARNERS OR STUDENTS TO ANOTHER
PROVINCE/METROPOLITAN AREA/DISTRICT
 Regulation 34(7)

Note: This permit and an identification document/drivers licence must be in the possession of the person to whom this permit is issued

Full names:					
Surname:					
Identity number:					
Name of school/institution					
Address of school/institution					
Province of school/institution					
Metropolitan area/district of school/institution					
Contact details:	Cell nr		Tel No (h)		e-mail address

In my capacity as *Head/delegated person of the above-mentioned *school/institute, hereby declare that the undermentioned person, transports learners or students from this *school/institute between different *provinces/metropolitan areas/districts.

Full names					
Surname:					
Province travelling from:					
Metropolitan area/district traveling from:					
Vehicle registration number:					
Contact details of driver:	Cell nr		Tel No (h)		e-mail address

Signed at _____ on this _____ day of _____ 2020.

 *Head/delegated person of *school/institute"

Official stamp