



OFFICE OF THE CHIEF FINANCIAL OFFICER

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MEMORANDUM

**TO: CHIEF DIRECTORS: CLUSTERS A AND B
DISTRICT DIRECTORS
CIRCUIT MANAGEMENT CENTRE HEADS & CIRCUIT
MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES**

CC: TEACHER UNIONS SGB ASSOCIATIONS

FROM: CHIEF FINANCIAL OFFICER

**SUBJECT: PAYMENT OF EDUCATION ASSISTANTS (EAs)
AND GENERAL SCHOOL ASSISTANTS (GSAs)**

1. The purpose of this memorandum is to confirm that mop-up payment for the months of November and December 2021 is almost complete with most the affected schools should have their amounts reflecting in school bank accounts by Friday 11 February 2022.
2. The January 2022 payment is also being processed and the payment runs of February are used for the purpose of clearing it off.
3. Schools that received enough funds to pay stipends up to the end of March 2022 are urged to continue paying EAs and GSAs, without delay.
4. Schools that have been allocated funds in surplus beyond March 2022 are asked to return that money to a bank account to be communicated by DoE in due course – letters to respective schools will be circulated by District Directors in due course.



5. To deepen communication, DoE has resolved to:
 - 5.1 Create a Google link wherein paid school lists will be deposited for ease of reference, and
 - 5.2 Identified dedicated call centre agents who will receive and facilitate on instances of enquiries.
6. Reflected hereunder are logging in details:
 - 6.1 **Google link** – <https://bit.ly/EAPaymentUpdate>
 - 6.2 **DoE Tollfree helpline/Call Centre number is 080 12 12 570** from 08h00 – 16h00 pm Monday to Thursday and 08h00 – 16h00 pm on Fridays.
7. Schools are warned to strictly make payments to EAs and GSAs that have rendered service, as some may have left to pursue educational dreams or appointed elsewhere.
8. Schools are also requested to pay all funds due to EAs and GSAs including January stipends with their available cash resources, whilst the Department is finalizing payments to be transferred to schools.
9. Data of which schools will be paid on Friday 11 February 2022 is deposited in the Google link indicated on item 6.1 above, for all to access. As a practice, all payment lists will be found here.
10. The District and School Management is implored to share the contents of this communicate to all parties involved.

Yours in Quality Education,

MS N.D. MGCINGWANA
CHIEF FINANCIAL OFFICER
DATE: 10/02/2022