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**OFFICE OF THE DDG CORPORATE SERVICES**

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**TO: HEAD OF DEPARTMENT  
ALL DDG'S  
CHIEF FINANCIAL OFFICER  
ALL CHIEF DIRECTORS  
ALL CLUSTER CHIEF DIRECTOR  
ALL DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS  
ALL SCHOOLS  
ALL SPECIAL SCHOOLS  
ALL SCHOOL GOVERNING BODIES  
ALL LABOUR UNIONS**

**FROM: ACTING DDG CORPORATE SERVICES**

**SUBJECT: FINAL REMINDER ON THE SUBMISSION OF JANUARY PAYMENTS  
DOCUMENTS FOR EDUCATION ASSISTANTS AND GENERAL  
SCHOOL ASSISTANTS IN THE PRESIDENTIAL YOUTH EMPLOYMENT  
INITIATIVE PHASE 2**

**DATE: 14 JANUARY 2022**

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1. This memo serves as a final reminder on the submission of payments documents for the month of January 2022.
2. Districts and schools were requested to submit all their January payments documents before or on the 20<sup>th</sup> of January 2022 at the Central records management centre (CRMC) in East London.
3. It has come to the attention of the department that some schools and districts have not complied with this directive.
4. The non-submission of source documents by schools and districts is making it difficult for the department to fully implement the payment of stipends to all Education Assistants (EAs) and General School Assistants (GSAs).



5. The non-corporation in the submission of payment source documents is worrying as the department is about to start processing February payments.
6. The department has come to a conclusion that no payment will be processed for schools and districts which have not submitted outstanding January payments documents.
7. All completed payments documents should be submitted to the CRMC on or before 21<sup>st</sup> February 2022.
8. All schools and districts are also required to prepare documents for the payment of February payment and these documents should also be submitted at the CRMC in East London on or before 21<sup>st</sup> February 2022.
9. The department is making an emphasis that no payments will be effected without the submission of all required payment documents.

**Yours in quality education**

14/02/2022

**S. MNGUNI**  
**ACTING DDG CORPORATE SERVICES**