



OFFICE OF THE DDG CORPORATE SERVICES

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TO:

ACTING HEAD OF DEPARTMENT
CHIEF FINANCIAL OFFICER
ALL DDG'S
ALL CHIEF DIRECTORS
ALL CLUSTER CHIEF DIRECTOR
ALL DIRECTORS
ALL DISTRICT DIRECTORS
ALL CIRCUIT MANAGERS
ALL DATA CAPTURERS
ALL SCHOOL PRINCIPALS
ALL SCHOOLS
ALL SPECIAL SCHOOLS
ALL SCHOOL GOVERNING BODIES
ALL LABOUR UNION

FROM: **PROJECT LEADER**

SUBJECT: **GUIDELINES ON THE MONITORING OF EXPENDITURE IN THE
PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 3**

DATE: **13 MAY 2022**

1. This memorandum serves to give guidelines on the monitoring of expenditure of all Education Assistants (EAs) and General School Assistants (GSAs) appointed on PERSAL in the Presidential Youth Employment Initiative (PYEI) Phase 3.
2. In the implementation of PYEI Phase 3 the projects team appointed data capturers who are to assist in the effective and efficient management of data for the Initiative.
3. All Districts are required to assist data capturers in the collection of the following information which will be used in the monitoring of monthly expenditure:



- EAs and GSAs monthly Performance report
 - EAs and GSAs monthly attendance register
 - EAs and GSAs ID Copy
 - Declaration letter from the Principal confirming number of EAs and GSA.
4. **NB** Schools are required to submit these documents for monitoring on every **7th day of each month.**
5. Principals will also be required to keep each copy of submitted documents at the school audit purposes.

Yours in quality education

13/05/2022

S. MNGUNI
ACTING DDG CORPORATE SERVICES