



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE DIRECTOR: LOGISTICS, ASSETS AND FLEET MANAGEMENT

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Ref: ASSET_03/05/2017

DEPARTMENTAL MEMORANDUM

TO : DEPUTY DIRECTOR GENERAL – IDS&G
: DEPUTY DIRECTOR GENERAL – IOM
: CHIEF FINANCIAL OFFICER
: ALL SCHOOL PRINCIPALS
: ALL EDUCATORS
: ALL ECDOE STAFF (HEAD OFFICE AND DISTRICTS)

FROM : SUPERINTENDENT GENERAL

SUBJECT : OWNERSHIP, RESPONSIBILITY AND LIABILITY FOR MOBILE DATA
DEVICES (LAPTOPS, TABLETS AND CELLPHONES)

1. PURPOSE

The aim of this memorandum is to provide clarity on the ownership of Mobile Data Devices recently distributed by the Department in partnership with Vodacom. This communication serves to ensure that those entrusted with these mobile devices are well versed of their roles and responsibilities in the use and safeguarding of these assets.

2. BACKGROUND

A number of interventions have been implemented to address shortage of working tools in the Department, such interventions include the partnership between the Department and Vodacom for the rollout of mobile data devices in the form of laptops, tablets and cellphones. The aim of this intervention is to improve the quality of data with regard to education statistical information, enhance efficiency and ultimately improve the quality of education in the province. As with all other assets in the Department, the management, accountability and ownership of these mobile data devices is regulated by the departmental Asset Management Policy.



Ikamva eliqagambileyo!

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3. OWNERSHIP OF MOBILE DATA DEVICES

3.1 DEPARTMENTAL OFFICIALS

The mobile data devices distributed to officials in the Department remain solely the property of the Department of Education in the Eastern Cape. As with all assets in the Department, the assets must be marked with the Departmental Asset Mark in the form of a barcode and be recorded in the Asset Register of the Department. These assets will be subject to physical verification by the asset management section as and when required.

3.2 SCHOOL PRINCIPALS AND EDUCATORS

The mobile data devices distributed to schools remain the sole property of Department of Education in the Eastern Cape. These assets must be marked with the Schools Asset Mark in the form of a barcode or properly marked with the school ownership mark and be recorded in the School's Asset Register. These assets must be exclusively used for the purposes they are intended for, i.e. school administration and operations. The assets will be subject to physical verification according to the schools' administration processes as and when required.

4. RESPONSIBILITY

All officials (School Principals, Educators and ECDoE staff) must ensure preventative mechanisms are in place at all times to prevent theft, losses, wastage and misuse of these assets. The responsibility for the safeguarding of assets vests with each official to whom assets have been allocated. In exercising this responsibility, every official, principal or educator shall adhere to the asset management policies and procedures with regard to the control and safeguarding of departmental assets. Officials are requested to include the mobile devices in their household insurance for any theft or loss that may occur.

5. LIABILITY AND LOSS OF ASSETS

In the case of loss or damage of mobile devices or any departmental assets; such loss or damage should be reported to the nearest South African Police Services (SAPS) office within 24 hours of the incident. An SAPS case number and statement / affidavit must be obtained as proof of reporting the incident. A detailed report should then be submitted to the Loss Control Officer together with the police case number and statement / affidavit.

Officials, school principals and educators should note **that losses or theft or misuse of mobile devices (laptops, tablets, cellphones etc) will be paid for by the relevant official who lost the asset irrespective of the circumstances surrounding the loss of that asset.**



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6. WRITTE-OFF OF ASSETS

The Head of Department as the Accounting Officer for the Department is the only delegated authority to write-off assets of the Department including schools.

7. NON-COMPLIANCE

Non-compliance and defiance to the contents of this memorandum will be viewed in serious light and necessary disciplinary actions will be undertaken according to the disciplinary code and grievances procedure of the Department.

8. IMPLEMENTATION

The contents of this memorandum are effective from the date of signature. This memorandum must be brought to the attention of all staff. Responsibility for the circulation and implementation of this memorandum at schools' rests with the branch IDS&G.

For any clarity and or questions on the contents of this memorandum, please do not hesitate to contact the office of the Director: Logistics, Assets and Fleet Management at 040 608 4445 / 4435

Your co-operation is always valued.

Yours in quality education,



Mr T S Kojana
Superintendent-General
Eastern Cape Department of Education

31/05/2017
Date