



Province of the  
**EASTERN CAPE**  
EDUCATION

**OFFICE OF THE SUPERINTENDENT GENERAL**

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**TO : CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
LTSM COORDINATORS  
PRINCIPALS OF PUBLIC ORDINARY SCHOOLS**

**FROM : SUPERINTENDENT GENERAL**

**SUBJECT : LTSM DELIVERIES TO SCHOOLS FOR ACADEMIC YEAR (AY) 2021**

**DATE : 2 DECEMBER 2020**

The Eastern Cape Department of Education (ECDOE) wishes to inform you that the delivery of Stationery, Workbooks and Textbooks is in progress. Please be reminded that the process is delayed due to COVID-19 lockdown requirements and as such we are operating within very tight timeframes. We hereby request that everyone is extra vigilant on this exercise to ensure that no more time is wasted before LTSM is delivered to all schools.

Kindly find attached the following documentation:

- DBE Circular S8 of 2020 on retention and retrieval
- Stationery Specification
- AY 2021 Stationery Monitoring and Evaluation form

The following are brought to your attention:

**1. ALL LTSM DELIVERIES: TEXTBOOKS, STATIONERY AND WORKBOOKS**

- 1.1 The delivery of all LTSM to schools will take place between 08h00 – 15h00
- 1.2 **The delivery schedule indicating the date, day and time of the expected delivery will be communicated to your school prior to deliveries.** Any deviation from the



planned delivery schedule (due to unforeseen circumstances) will be communicated to you.

- 1.3 Ensure that your School LTSM coordinator educator and Principal are on duty on the day of LTSM delivery.
- 1.4 Deliveries will take place from 7 - 15 December 2020 and re-commence on 26 January 2021. The delivery schedule will be communicated to schools prior to the delivery.
- 1.5 You are expected to check and verify each delivery. Verify to ensure that each box contains the items on the invoice/ Proof of Delivery note (POD). Deliveries must match the invoice / POD note.
- 1.6 File and record all deliveries to your school for auditing purposes.
- 1.7 Only accept deliveries for your school. Do not accept deliveries for another school.
- 1.8 Do not accept damaged / broken goods.
- 1.9 Only stamp and sign the receipt of the delivery upon 100% verification.
- 1.10 Ensure proper storage of all LTSM in your school.
- 1.11 Only accept 100% full deliveries.
- 1.12 Report all challenges to your District LTSM coordinator within 5 working days of the delivery.

## **TERMINOLOGY**

- **Shortage** = Your approved order was 50 and only 35 was delivered, a shortage of 15.
- **Additional** = Your approved order was 50 and 50 was delivered. Any requirement above the delivery is ADDITIONAL.

## **2. DELIVERY OF TEXTBOOKS**

- 2.1 Immediately upon receipt of delivery enter all textbooks on SASAMS.
- 2.2 Ensure LTSM storage room (s) are clean and secure.
- 2.3 The textbooks provided to your school must not be sold.
- 2.4 Report all challenges immediately to your District LTSM Coordinator **within 5 working days** of the delivery.
- 2.5 Retrieve all current textbooks that were issued to learners on SASAMS at the end of each final written examination day in November and December 2020. (Refer to the detailed communication DBE Circular S8 of 2020 is hereby attached and remains in force)
- 2.6 Report on the Retrieval of Textbooks to your District LTSM coordinator before schools close on 15 December 2020. **Keep record of retrievals for auditing purposes.**

- 2.7 Ensure that an issuance register is completed for each learner who receives a textbook at the beginning of the AY 2021. **Keep record of issuance registers for auditing purposes.**

### **3. DELIVERY OF STATIONERY**

- 3.1 The stationery provided is the core pack according to the attached specifications.
- 3.2 All additional stationery required must be topped up by the school from school funds.
- 3.3 No learner must not have stationery.
- 3.4 The stationery provided must not be sold.
- 3.5 Complete the attached monitoring and evaluation form that must be used on receipt of deliveries using the attached specification.
- 3.6 Submit the monitoring and evaluation form within 5 working days from the date of delivery to the District LTSM coordinator.

### **4. DELIVERY OF WORKBOOKS**

- 4.1 The workbooks for term 1 and 2 for AY 2021 have been delivered.
- 4.2 All shortages must be reported to the DBE call centre (See DBE correspondence).
- 4.3 The workbooks provided to your school must not be sold.
- 4.4 All excess workbooks must be reported to your District LTSM coordinator.
- 4.5 Excess workbooks will be distributed to schools that require additional workbooks.
- 4.6 All AY 2020 surplus workbooks can be used for AY 2021. The content is the same.

Thank you for your cooperation

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**T. S. KOJANA**  
**SUPERINTENDENT GENERAL**