

OFFICE OF THE DIRECTOR: LOGISTICS AND DISPOSAL MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Ms. N. Zili** Tel: 040 608 7219 . Fax :040 608 4372. Email: nonqaba.martin@ecdoe.gov.za Website:

www.ecdoe.gov.za

The Head of Department

The Chief Financial Officer

The Deputy Director-General: Curriculum Management

The Deputy Director-General: Institutional Operations Management

The Deputy Director-General: Corporate Services

All Chief Directors

All Directors

All Eastern Cape Department of Education Employees-office based

PHYSICAL VERIFICATION OF LAPTOPS

1. PURPOSE

- 1.1 To inform all Eastern Cape Department of Education employees of the physical verification of laptop.
- 1.2 To obtain the support and cooperation of all officials to conduct and finalise this verification timeously.

2. BACKGROUND

- 2.1 The Asset management team is finalizing the annual asset verification. Physical verification is a legislated asset management requirement to ensure:
 - existence and condition of the laptops.
 - Confirm the presence of asset number.
 - Ensure correctness and completeness of asset register.
- 2.2 It is therefore requested that all departmental employees verify their laptop devices with the asset management team.



3. METHODOLOGY

3.1 The Head Office Asset Management team will visit each Directorate on specified dates to conduct laptop verification.

3.2 Any official that has more than 1 laptop under their name must ensure that all laptops under their custody are verified.

4. ASSET VERIFICATION PROGRAMME

4.1 Physical Verification of laptops is scheduled to take place on the dates reflected below:

NO	CHIEF DIRECTORATE	SUB DIRECTORATE	DATE
1	PHYSICAL RESOURCE MANAGEMENT	PHYSICAL RESOURCE PLANNING,INFRASTRUCTURE DELIVERY	12/03/2024
2	SUPPLY CHAIN MANAGEMENT	DEMAND MANAGEMENT SERVICE AND ACQUISITION MANAGEMENT SERVICES,RISK &PERFOMANCEMANAGEMENT,CONTRACT MANAGEMENT	06/03/2024
		SERVICES,LOGISTIC AND STORES MANAGEMENT,ASSET AND DISPOSAL MANAGEMENT,FLEET MANAGEMENT SERVICES	06/03/2024
3	MANAGEMENT ACCOUNTING	FINANCIAL PLANNING SERVICE,BUGDET SERVICES,FINANCIAL MONITORING AND REPORTING	06/03/2024
4	INTERNAL CONTROL	GOVERNANCE,FRAUD,LOSS AND AUDIT MANAGEMENT,ASSURANCE SERVICES,SYSTEM CONTROL AND FINANCIAL COMPLIANCE	06/03/2024
5	HUMAN RESOURCE AND DEVELOPMENT	HUMAN RESOURCE PLANNING@INFORMATION SYSTEM,HUMANN RESOURCE DDEVELOPMENT,HUMAN RESOURCEADMINISTRATION	07/03/2024
6	FINANCIAL ACCOUNTING	SALARY MANAGEMENT,EXPENDITURE MANAGEMENT,ACCOUNTING SERVICES AND REPORTING	06/03/2024
7	CORPORATE STRATEGY MANAGEMENT	CORPORATE PLANNING,MONITORING AND RESEARCH COORDINATION,ORGANISATION DEVELOPMENT,FACILITY SECURITY AND KNOWLEDGE	08/03/2024
		MANAGEMENT SERVICES,INFORMATION COMMUNICATION TECHNOLOGY	08/03/2024



	HOD, MEC OFFICE		08/03/2024
8	CURRICULUM MANAGEMENT	EARLY CHILDHOOD DEVELOPMENT, PRIMARY CURRICULUM MANAGEMENT, SECONDARY CURRICULUM MANAGEMENT, TEACHING AND LEARNING	12/03/2024
		EDUCATION LANGUAGE POLICY	12/03/2024
9	EXAMINATION AND ASSESSMENT	EXAMINATION ADMINISTRATION AND LOGISTICS, EXAMINATION & ASSESSMENT MANAGEMENT SERVICES	11/03/2024
10	TEACHER DEVELOPMENT & LEARNING INSTITUTION	TRAINING INSTITUTE MATHS & SCIENCE, LEADER MANAGEMENT, LANGUAGE SOCIAL SCIENCES, TECHNICAL & VOCATIONAL	12/03/2024
11	EMPLOYEE RELATIONS & WELLNESS SERVICES	EMPLOYEE RELATIONS AND ADVOCACY, COLLECTIVE BARGAINING, EMPLOYEE WELLNESS SERVICE	11/03/2024
12	COMMUNICATION AND STAKEHOLDER MANAGEMENT	STAKEHOLDER MANAGEMENT & CITIZEN CARE SERVICE, COMMUNICATION AND EVENTS MANAGEMENT	12/03/2024
13	LEARNER DEVELOPMENT SOCIAL SUPPORT SERVICE	SCHOOL NUTRITION, SCHOOL HEALTH, SAFETY & LEARNER ENRICHMENT, INCLUSIVE EDUCATION	13/03/2024

5. CONCLUSION

5.1 Kindly ensure that your respective staff members are available and provide their full co-operation, which will ensure that all assets are verified and prevent delays in the completion of this exercise.

5.2 The contents of this documents must please be brought to the attention of all staff.

5.3 Your co-operation is always appreciated.



Prepared by:

Assistant Director: Logistic and Disposal Management

Date 05/03/2024

Recommended:

Director: Logistic and Disposal Management

Date 5/3/2024

Approved:

Chief Director: Supply Chain Management

Date 5/03/2024