

OFFICE OF THE DIRECTOR: INFORMATION COMMUNICATIONS TECHNOLOGY

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MEMORANDUM

TO : DISTRICT DIRECTORS
EMIS COORDINATORS
SCHOOL PRINCIPALS
EDOs

FROM : DIRECTOR: INFORMATION COMMUNICATIONS TECHNOLOGY

SUBJECT : LAPTOP ROLLOUT

DATE : 11 FEBRUARY 2025

Dear Colleagues,

The Eastern Cape Department of Education (ECDoE) is pleased to inform you that a laptop rollout initiative is being rolled out to identified schools across the province. This initiative aims to enhance ICT integration and support teaching and learning within our schools.

The laptop distribution will be conducted by Nkqubela Technologies in collaboration with The Eastern Cape Department of Education.

The distribution is set to commence on the 17 February 2025.

A detailed list of beneficiary schools, including collection dates and venues, will be communicated in due course. Schools will be required to collect the laptops as per the scheduled dates to ensure an efficient and organized distribution process.

We request all relevant stakeholders, including EMIS Coordinators, EDO's and School Principals, to ensure that designated representatives have their designation letters on hand to receive the laptops at the specified collection points. Should the school principal not be available a senior representative e.g. Deputy Principal or School HOD is applicable as a recipient. Further instructions will be communicated via EMIS coordinators with regards to scheduling of the collecting recipients.

The attendance of EMIS Coordinators and Circuit Managers are compulsory.

Thank you for your cooperation and commitment to improving ICT accessibility in our schools.

N.B We urge all parties involved to maintain strict confidentiality regarding this project. The information contained within may not be shared with anyone who is not involved.



MR TL NDZUBE

11/02/2025
DATE

DIRECTOR: INFORMATION COMMUNICATIONS TECHNOLOGY