



OFFICE OF THE CHIEF DIRECTOR: COMMUNICATION AND EVENTS MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: MR L FIKISO . Tel 040 6084369 Email: lubabalo.fikiso@ecdoe.gov.za . Website: www.eceducation.gov.za

TO : MEC OFFICE
: HOD OFFICE
: ALL DDG's
: CHIEF DIRECTORS
: DIRECTORS
FROM : DIR – COMMUNICATIONS & EVENTS MANAGEMENT
SUBJECT : FOLLOW-UP SUBMISSION ON PLANNED DEPARTMENTAL EVENTS
(DATED 07TH APRIL 2025)
DATE : 15 MAY 2025

This serves as a follow up on our previous communication regarding the submission of planned Departmental events for the current period. As highlighted earlier, the timely submission of these planned activities is crucial for effective planning, coordination and the smooth execution of Departmental events.

The Communications Directorate holds the mandate of profiling all departmental programs to ensure that the department's image is effectively represented to the public. To fulfill this obligation efficiently, it is essential to have a comprehensive overview of all upcoming events across the directorates.

If you have already submitted your planned activities, please ignore this reminder and accept our gratitude for your prompt response. However, if you have not yet submitted your plans, we kindly urge you to do so by **23 May 2025**.

Your planned programs must be submitted to:

lubabalo.fikiso@ecdoe.gov.za and to libhongo.tshwete@ecdoe.gov.za

Thank you for your cooperation and commitment to our Department's objectives.

MS.V. MBOXELA
DIRECTOR: COMMUNICATIONS & EVENTS MANAGEMENT

15/05/2025

DATE

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