



OFFICE OF THE DIRECTOR: COMMUNICATIONS AND EVENTS MANAGEMENT

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TO : DDGs Office
: CHIEF DIRECTORS
: DIRECTORS
FROM : DIR – COMMUNICATIONS & EVENTS MANAGEMENT
SUBJECT : FINAL REQUEST FOR SUBMISSION OF ALL PLANNED EVENTS
DATE : 07 JULY 2025

This serves as a final request to all Directorates to submit their respective planned events for this financial years categorising them according each quarter.

As the directorate we are struggling with adhoc and impromptu requests for Communication support. We are making this humble request to all directorates so that we can be able to give equal support to all Directorates without compromising the standard of any program.

As the directorate we will find it very difficult to give support to any directorate that make an adhoc request for communication support. Planned Directorate events should be sent to : Yoliswa.klaas@ecdoe.gov.a and or ayanda.njoli@ecdoe.gov.za

NB: AS FROM THE 01 AUGUST 2025, as the Directorate, we will not be able to give any communication support that is made as an instant request rather than submitting the monthly plan.

Yours in Quality Education.

Ms .V.A Mboxela

Director: communications and Events Management

07/07/2025
DATE

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