



OFFICE OF THE DIRECTOR: LOGISTICS & DISPOSAL MANAGEMENT

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INTERNAL MEMORANDUM

TO : ALL CHIEF DIRECTORATES

FROM : A/DIRECTOR: LOGISTICS & DISPOSAL MANAGEMENT

DATE : 28 JULY 2025

SUBJECT: ASSET VERIFICATION 2025/26

Section 45(e) of the Public Finance Management Act (PFMA) tasks all officials with the responsibility to manage and safeguard assets within their areas of responsibility. Treasury Regulations (RSA, 2005) further places the responsibility on the accounting officer for ensuring that control systems are in place to ensure the prevention of theft, losses, wastage, and misuse of assets and the keeping of stock levels at an optimum and economical level.

The departmental Asset Management policy section 9.12 requires all assets of the department to be physically verified and confirmed at least once in a financial year to ensure the completeness and correctness of assets on the fixed asset register.

This is to notify all the officials that the Logistics and Disposal Management office team will be conducting a full asset verification and spot checks which include all districts. We would like to request all officials to kindly avail themselves and their gadgets to be verified by the Asset Management verifying team and all offices to be opened during this period.

Below is the schedule with dates planned for each Directorate:

PHASE 1 (4 – 8 AUGUST 2025)	DATE
EXAMS	4 TH – 8 TH AUGUST
CUSTOMER CARE	4 TH – 8 TH AUGUST
HOUSES	
FLEET MANAGEMENT	4 TH – 8 TH AUGUST
RISK MANAGEMENT	4 TH – 8 TH AUGUST
WELLNESS	4 TH – 8 TH AUGUST
QAULTY ASSURANCE	4 TH – 8 TH AUGUST
SCHOOL LANDSCAPE	4 TH – 8 TH AUGUST
CURRICULUM: ECD	4 TH – 8 TH AUGUST
SCHOOL RATIONALISATION	4 TH – 8 TH AUGUST
PHASE 2 (11 – 22 AUGUST 2025)	DATE
OUTSIDE BUILDINGS	
THEMBA LABANTU	11 TH – 22 ND AUGUST
SG'S BUILDING	11 TH – 22 ND AUGUST
DOCUMENT CENTRE	11 TH – 22 ND AUGUST
NUTRITION	11 TH – 22 ND AUGUST
SCHOLAR TRANSPORT	11 TH – 22 ND AUGUST
LAUNGUAGES	11 TH – 22 ND AUGUST
INTERNAL AUDIT	11 TH – 22 ND AUGUST
CANTEEN	11 TH – 22 ND AUGUST
COMMUNICATIONS	11 TH – 22 ND AUGUST
MEC OFFICE	11 TH – 22 ND AUGUST
ECD	11 TH – 22 ND AUGUST
E-TEACHING & LEARNING	11 TH – 22 ND AUGUST
INFRASTRUCTURE	11 TH – 22 ND AUGUST
TENDERS	11 TH – 22 ND AUGUST
PAYROLL	11 TH – 22 ND AUGUST
CURRICULUM	11 TH – 22 ND AUGUST
FET/BAND	11 TH – 22 ND AUGUST
TAX	11 TH – 22 ND AUGUST
HIV/AIDS	11 TH – 22 ND AUGUST

PHASE 3 (25 AUGUST – 5 SEPTEMBER 2025)	DATE
MAIN BUILDING	
BASEMENT	
ALL CHIEF DIRECTORATES	25 TH AUGUST– 5 TH SEPTEMBER
1ST FLOOR	
ALL CHIEF DIRECTORATES	25 TH AUGUST– 5 TH SEPTEMBER
2ND FLOOR	
ALL CHIEF DIRECTORATES	25 TH AUGUST– 5 TH SEPTEMBER
TOP FLOOR	25 TH AUGUST– 5 TH SEPTEMBER
ALL CHIEF DIRECTORATES	25 TH AUGUST– 5 TH SEPTEMBER
PHASE 4 (8 – 19 SEPTEMBER 2025)	DATE
STIRLING	8 TH – 19 TH SEPTEMBER
CRMS	8 TH – 19 TH SEPTEMBER

We request all Directorate to co-operate and assist asset management to finalize this process.

Yours in Education and Good Governance,



MS Z. MKONDWENI
A/DIRECTOR: LOGISTICS & DISPOSAL MANAGEMENT