



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

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TO	ALL DEPUTY DIRECTOR GENERALS ALL CLUSTER CHIEF DIRECTORS ALL CLUSTER DIRECTORS ALL DISTRICT DIRECTORS ALL DEPUTY DIRECTORS ALL CIRCUIT MANAGERS ALL SCHOOL PRINCIPALS ALL ORGANISED LABOUR ALL DEPARTMENTAL OFFICIALS
FROM	DIRECTOR: HUMAN RESOURCE ADMINISTRATION
SUBJECT	EARLY RETIREMENT PROGRAMME (ERP) AND VOLUNTARY EXIT PACKAGE (VEP): ACCEPTANCE AND PROCESSING OF APPLICATIONS UP TO 30 JUNE 2026
DATE	15 JUNE 2026

1. The DPSA Circular No. 16 of 2026, dated 31 March 2026, on the Early Retirement Programme (ERP) and Voluntary Exit Package (VEP) was circulated during April 2026. Subsequently, the Department issued an internal circular indicating that applications were to be submitted by 29 May 2026 and that districts were required to submit their recommendations to Head Office by 15 June 2026.
2. The revised departmental closing date was introduced to allow sufficient time for the verification and validation of applications, as well as the completion of the necessary administrative processes in preparation for the provincial submission scheduled for 1 July 2026. Furthermore, the Department sought to submit applications as early as possible to benefit from the "first come, first served" principle that may be applied during the approval process.

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3. The matter has since been raised with the Office of the Premier (OTP), the Department of Basic Education (DBE), the Department of Public Service and Administration (DPSA), and National Treasury. These institutions have expressed the view that the revised provincial closing date may have disadvantaged potential applicants. Consequently, the Department has been directed to consider all applications submitted up to the original closing date of **30 June 2026**.
4. **In addition, to ensure compliance with the provisions of the directive and to avoid unnecessary litigation against the Department, all ERP and VEP applications received on or before 30 June 2026 must be accepted and processed.**
5. In light of the above, District Offices are requested to:
 - a) Accept and process all ERP and VEP applications received up to **30 June 2026**;
 - b) Convene **a second District Committee assessment** process to consider applications received after **29 May 2026**;
 - c) Submit the second batch of district recommendations to Head Office by **3 July 2026**; and
 - d) Ensure that the first-round recommendations are submitted in accordance with the timelines communicated previously.
6. Your cooperation and support in implementing this directive are appreciated. Districts are requested to ensure strict adherence to the prescribed timelines to facilitate the efficient processing of all applications.

Kind regards,



MS. B MADONSELA
DIRECTOR: HRA
DATE: 17 JUNE 2026