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Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

Steve Vukile Tshwele Complex \* Zone 6\* Zwelitsha \* Private Bag X0032 \* Bhisho \* 5605 \* REPUBLIC OF SOUTH AFRICA \* Enquiries: Ms ZB Makina \* Tel: +27 (0)40 608 4277 \* Fax: 040 608 4782\* Ref. No.

**INTERNAL MEMORANDUM**

**TO : CLUSTER CHIEF DIRECTORS  
DISTRICT DIRECTORS  
LABOUR UNIONS**

**FROM : CHIEF DIRECTOR: DIRECTOR: HRM & D**

**DATE : 15 SEPTEMBER 2008**

**SUBJECT : TRANSFER OF SCHOOL BASED EDUCATORS**

With reference to the above matter, kindly be reminded that the school based employee initiated transfer will not be approved from 01 October 2008 as stipulated in paragraph 2.6 of Circular 19 of 2007:

“ No transfers of school based educators will be effected during the last school term ”.

You are therefore requested to submit to this office all the applications for transfer of school based educators you might be having within your offices on or before the 26 of September 2008 for processing.

Applications for transfers which will be received after the said date will not be considered at all. Instead, they will be returned back to the offices concerned.

Your co – operation and kind assistance in this matter will be highly appreciated.

  
**Mrs. ZB Makina**  
**Chief Director: HRM & D**

DEPARTMENT OF EDUCATION  
OFFICE OF  
THE CHIEF DIRECTOR  
Received On: 15-09-08  
Human Resources  
Management & Development  
PROVINCE OF THE EASTERN CAPE