



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

CONFIDENTIAL

Ref No : S3/1/2/3/P Enq : LANGA LM Tel : 082 814 8889 E - Mail : Langa LM@edu.limpopo.gov.za

Departmental Circular No. 311 Of 2025

To :
All District Directors
All Circuit Managers
All Principals Of Schools
All Educators

DIRECTIVES FOR MANAGEMENT OF HRM MATTERS (SCHOOL – BASED EEA) IN PREPARATION FOR THE RE - OPENING OF SCHOOLS IN JANUARY 2026

1. PURPOSE:

To directives for management of HRM matters (School – Based EEA) in preparation for the re - opening of schools in January 2026

2. BACKGROUND:

- 2.1. The Department of Education released the directives for the management of HRM matters for School – Based in preparation for the re – opening of schools in January 2026.

3. INSTRUCTION/NOTIFICATION:

- 3.1. The directives, **herein attached**, covers the following matters –
- 3.1.1. Appointment of graduates inclusive of Bursary holders
 - 3.1.2. Appointment of scarce skills subjects educators in schools
 - 3.1.3. Allocation of ad hoc posts

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- 3.1.4. Appointment of temporary educators against vacant promotion posts
- 3.1.5. Appointment of educators who resigned and other professionally qualified educators
- 3.1.6. Re – appointment of educators who retired
- 3.1.7. Educator – initiated transfers
- 3.1.8. Transfer of educators held additional to the 2026 schools' post establishments
- 3.1.9. Appointment of Grade R Practitioners
- 3.1.10. Appointment in advertised promotion posts
- 3.1.11. Acting appointment and payment of acting allowance in terms of revised Personnel Administrative Measures (PAM)

3.2. The circular comes into effect from the date of signing.



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MR SESHIBE MV
HEAD OF DEPARTMENT

15/19/2025
.....
DATE

DIRECTIVES FOR MANAGEMENT OF HRM MATTERS(EEA) IN PREPARATION FOR THE RE - OPENING OF SCHOOLS IN JANUARY 2026

No	Matter(s)	Directive(s) & Legal/Policy Position	Date of appointment	Responsibility & Time Frame
01	Appointment of graduates inclusive of Bursary Holders	Appointment of graduates inclusive of bursary holders should follow the normal recruitment process. No placement of bursary holders into vacant substantive posts <u>Legislative/Policy framework :</u> - Employment of Educators' Act 76 of 1998, as amended - Departmental Circular No. 139 of 2024	01/01/2026	District Directors 01/01/2026
02	Appointment of scarce skills subjects educators in schools	(a) Professionally qualified scarce skills educators; South African citizens, can be appointed permanently in terms of section 6A of the EEA; (b) Professionally unqualified scarce skills educators with at least a bachelor's degree and a provisional SACE Registration Certificate who meet the requirements of the posts in <u>secondary schools</u> can be appointed in a temporary capacity for 12 months;	01/01/2026	Director HR Admin Services : 01/01/2026


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		<p>(c) Applications for relaxation of appointment requirements for such educators must be submitted to Head Office for approval;</p> <p><u>NB</u> : No relaxation of appointment requirements for educators in primary schools.</p> <p><u>Legislative/Policy framework</u></p> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. Circular No. 135 of 2009 		
03	Allocation of <i>ad hoc</i> posts	<p>(a) Applications for allocation of <i>ad hoc</i> posts to schools will be allocated in the following order of priority –</p> <ul style="list-style-type: none"> • One - educator/Small schools; 	01/01/2026	<p>Director HR Admin Services : 01/01/2026</p>

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		<ul style="list-style-type: none"> • For Increased enrollment, applications must be submitted by 31st January 2026. (b) Applications from schools should be accompanied by – <ul style="list-style-type: none"> - Application form – Fully completed and signed off by the District Director with headcount verified and signed off by the Circuit Manager. - 2026 Final School Establishment. - PERSAL school line – up printout. - 2026 SASAMS learner enrolment signed off by Principal (subject to confirmation by EMIS). <p><u>Legislative/Policy framework</u></p> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. 	01/03/2026	District Directors : 01/03/2026
04	Appointment of temporary educators against vacant promotion posts	<p>Schools with vacant promotion posts should be filled for a period not exceeding six months or until the post is permanently filled whichever comes first.</p> <p><u>Legislative/Policy framework</u></p> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. - Circular No. 20 of 2012. 	01/01/2026	District Directors 01/01/2026

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05	<p>Appointment of educators who resigned and other educators who resigned and other professionally qualified educators</p>	<p>Appointment of educators who resigned and other professionally qualified educators should be treated in terms of the Personnel Administrative Measures, 2022 and the Employment of Educators' Act.</p> <p>NB: Resigned educators should be treated like any other graduates in the appointment process.</p> <p><u>Legislative/Policy framework</u></p> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. - Personnel Administrative Measures (PAM), 2022. 	District Directors
06	<p>Re – appointment of educators who retired</p>	<p>Appointed of educators who retired should be treated in terms of the provisions of Personnel Administrative Measures (PAM), 2022.</p> <p>NB:</p> <ul style="list-style-type: none"> • This function is not delegated. • There should be a good cause or motivation provided that there are no suitably qualified graduates for the advertised post. <p><u>Legislative/Policy framework</u></p> <ul style="list-style-type: none"> • Employment of Educators' Act 76 of 1998, as amended. • Personnel Administrative Measures (PAM), 2022. 	Head of Department

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07	Educator – initiated transfers	<p>Educator – initiated transfers should be treated in terms of the provisions of the Departmental Circular No. 270 of 205.</p> <p>The following categories of transfers are not affected by the suspension <u>provided the transferees are not additional to the 2026 schools' post establishments</u> –</p> <ul style="list-style-type: none"> (i) Inter – Provincial direct/horizontal transfers to the Limpopo Provincial Education Department of secondary school educators qualified to teach Mathematics, Physical Sciences, Life Sciences, Agricultural Sciences and Technical Sciences; (ii) Inter – Provincial direct/horizontal transfers of educators from the Limpopo Provincial Education Department to other Provinces; (iii) Inter – Provincial cross transfers of educators between the Limpopo Provincial Education Department and other Provinces; and (iv) Inter - District cross transfers of educators. 	15/10/2025	Chief Director: HRM & D 15/01/2025
		(v) Intra – District cross transfers of educators.	15/10/2025	District Directors 15/10/2025

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		<p><u>Legislative/Policy framework</u></p> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. - Departmental Circular No. 270 of 2025. <p>Educators held additional to the 2026 schools' post establishments should be transferred in line with policy.</p> <p>NB: Appointment of excess educators must receive priority above any other appointment.</p> <p>Reminder : The following applicable forms should be submitted to Head office as directed by the Management Plan on the implementation of the 2025 schools' post establishments :</p> <ul style="list-style-type: none"> (i) PE 001; (ii) PE 002; (iii) PE 003; and (iv) PE 004 <p>NB : The forms should be packaged according to Circuits.</p>		
08	<p>Transfer of educators held additional to the 2026 schools' post establishments</p>		01/01/2026	District Directors 01/01/2026

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Initials : 

		<p><u>Legislative/Policy Framework</u></p> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. - ELRC Collective Agreement No. 4 of 2016. - Personnel Administrative Measures (PAM), 2022. 		
09	<p>Appointment of Grade R Practitioners</p>	<p>NB: There will be no appointment/replacement of new grade R Practitioners in the department.</p> <p><u>Legislative/Policy Framework</u></p> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. - Personnel Administrative Measures (PAM), 2022. - Departmental Circulars 2022/2023 	06/12/2023	District Directors

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10	Appointment in advertised promotion posts	Promotion posts advertised in Departmental Circulars of 2025 should assume duty as per the Management Plan on 01/01/2026 <u>Legislative/Policy Framework</u> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. - Personnel Administrative Measures (PAM), 2022. 	01/01/2026	District Directors
11	Acting appointment and payment of acting allowance in terms of revised Personnel Administrative Measures (PAM), 2022	Acting appointment and payment of acting allowance in school – based promotion posts should be treated in line with Departmental Circular No. 157 of 2025 <u>Legislative/Policy Framework</u> <ul style="list-style-type: none"> - Employment of Educators' Act 76 of 1998, as amended. - Personnel Administrative Measures (PAM), 2022. - Departmental Circular No. 157 of 2025 	06/06/2025	District Directors

NB : It is critical to note that the delegation of authority dated 09/12/2016 still applies to the various categories of appointments/transfers.

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