



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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**TO: MARKING CENTRE MANAGERS
DEPUTY MARKING CENTRE MANAGERS
INTERNAL MARKING MODERATORS
CHIEF MARKERS
MARKERS
EXAMINATION ASSISTANTS**

**CC: PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES
REGIONAL MANAGERS AND TVET DIRECTORS**

MEMORANDUM TE37 OF 2023 - PAYMENT OF MARKING AND SUBSISTENCE AND TRAVELLING CLAIMS FOR 202308 EXAMINATION CYCLE

The August 2023 Engineering claims were received at the Department on 04 September 2023.

As a result of the late delivery, payment for all duly completed services rendered claims submitted to the Department as referred to in the paragraph above will be effected as follows: Marking claims 23 October 2023 and S&T claims 07 November 2023

Where there would be outstanding payments of remuneration claims after 23 October 2023 and S&T claims after 07 November 2023, it is expected of the affected marking official to provide the following details to the *Deputy Marking Centre Manager- Claims* at the marking centre at which the marking took place to facilitate a follow-up with the Department:

- ID number
- Surname and Initials
- Subject and Level
- Marking cycle
- Type of claim, i.e. Services rendered or S & T

The *Deputy Marking Centre Manager- Claims* is thereafter responsible for submitting these queries to the Department and keeping the affected marking official updated on progress in this regard.

If marking officials do not receive any feedback regarding their services rendered claims queries, the same email(s) sent to the *Deputy Marking Centre Manager- Claims* must be escalated to Ms Cecilia De Beer on DeBeer.CA@dbe.gov.za.

MEMORANDUM TE37 OF 2023 - PAYMENT OF SUBSISTENCE AND TRAVELLING CLAIMS FOR 202308 EXAMINATIONS CYCLE

Further escalation should Ms De Beer be unavailable can be directed to Ms Zamabongwe Mhemhe on Mhemhe.Z@dbe.gov.za.

You are kindly requested to inform the affected marking personal accordingly.

Your cooperation regarding the processing of the service rendered and S & T claims will be highly appreciated.

Kind regards



Ms VM Tshetlo

Chief Director: National Examinations and Assessment

Date: 13/10/2023