



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 TE24 OF 2023 - PAYMENT OF SERVICES RENDERED CLAIMS FOR 202304 EXAMINATION CYCLE

The April 2023 Engineering Studies marking claims were received by the Department on 10 May 2023.

Payment for all duly completed services rendered claims submitted to the Department as referred to in the paragraph above was on 08 June 2023. **Payment for all S & T claims will be effected on 29 June 2023.**

Where there would be outstanding payments of remuneration claims after 08 June 2023 and 29 June 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.

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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 personnel 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: