



## 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 TE30 OF 2023 - PAYMENT OF SUBSISTENCE AND TRAVELLING CLAIMS FOR 202306 EXAMINATION CYCLE**

The June 2023 Business Studies marking claims were expected to reach the Department on 10 July 2023 instead the last batch was received on 17 July 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 on **18 SEPTEMBER 2023**.

Where there would be outstanding payments of remuneration claims after 18 September 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](mailto: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](mailto: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: 31 -08 -2023