

CIRCULAR ON DISTRICT SUPPORT ALLOCATION AND MONTHLY REPORTING REQUIREMENTS.



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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Chief Directorate: Supply Chain Management

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Enquiries: Mr M Mlangeni

TO: DEPUTY DIRECTOR GENERAL: DISTRICT OPERATION
CHIEF DIRECTORS: DISTRICT OPERATIONS
DISTRICT DIRECTORS

SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 02 OF 2026

SUBJECT: DISTRICT SUPPORT ALLOCATION AND MONTHLY REPORTING REQUIREMENTS.

1) PURPOSE

1.1 This communication was issued in a form of a MEMO to Chief Directorate: District Operation and District Directors, however, there seems to be no adherence to the content and reports requirement outlined and this has made it necessary for SCM Head Office to reissue this communication in a form of a circular. District Office are requested to ensure that the content of this circular is communicated to all relevant staff members and that measures are put in place to ensure compliance.

2) DISTRICT SUPPORT

2.1 During the SCM Workshop held on the 09th of September 2025 at Anton Lembede MST Academy, SCM Head Office made an undertaking to deployed senior officials from Head Office SCM to individual district offices to provide SCM support and monitoring.

2.2 The table below outlines the names of SCM Officials allocated to each district.

Head Office SCM Official	Districts Allocation	Office Contract Number	Email Address
Mrs. MMLS Mkhize	(a) uMzinyathi (b) Amajuba (c) Zululand	(033) 846 5432	Maria.Mkhize@kzndoe.gov.za

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Mrs. Masinga	TP	(a) uThukela (b) King Cetshwayo (c) uMkhanyakude	(033) 846 5437	Thulisile.Masinga@kzndoe.gov.za
Mr. Mbhele	S	(a) Harry Gwala (b) UGU	(033) 846 5469	Sibusiso.Mbhele@kzndoe.gov.za
Ms. Makaula	N	(a) uMgungundlovu (b) Pinetown	(033) 846 5432	Nozize.Makaula@kzndoe.gov.za
Mrs. Hadebe	G	(a) Umlazi (b) Ilembe	(033) 846 5112	Gugulethu.Khuzwayo@kzndoe.gov.za

2.3 Districts are encouraged to touch base with their relevant official and utilize their support to strengthen SCM Compliance or get guidance on all matters SCM related.

3 MONTHLY REPORTING REQUIREMENTS

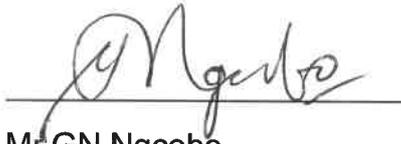
3.1 Further to the above, the following reports/register must be submitted by all District Offices to SCM Head Office monthly for monitoring and reporting purposes. Chief Directors: District Operations and District Directors are kindly requested to ensure that such registers/reports are prepared, reviewed, and submitted to Head Office SCM monthly in line with paragraph 3.2 of this circular.

Report/Template	Email address & Contact numbers
Deviations Template	Sanelisiwe.Ngcemu@kzndoe.gov.za & Imtiaz.Aboobakaer@kzndoe.gov.za (033) 846 5459/5054
Disclosure Register for Irregular and Fruitless and not expenditure Template	
Variation or Extensions Template	
Procurement Plan Template (<i>once-off</i>)	
Register of all orders issued for the month.	Pumla.Mvelase@kzndoe.gov.za (033) 846 5046/5043
Register of all orders issued for the month.	
Contract register updated with new contracts entered during the relevant month.	ZamaXulu.Xulu@kzndoe.gov.za (033) 846 5517

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3.2 It is imperative that all district offices compile these templates fully and accurately and ensure that no information is omitted. It must be noted that all completed templates must be submitted by no later than the 5th of every month. It should be noted that should the 5th fall on a weekend, these templates will then be required on the following Monday immediately after the 5th. Electronic templates will be emailed to all districts.

Thanking you in advance for your compliance with this instruction.



Mr GN Ngcobo

Head of Department - Education



Date