



Enq : Mr. SJ Mkhwanazi
Tel : 013-766-0902
Email : j.mkhwanazi@education.mpu.gov.za

CIRCULAR NUMBER 11 of 2024

**TO : DISTRICT DIRECTORS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES**

REQUISITION OF THE 2024 ACADEMIC YEAR CAPS TEXTBOOKS TOP-UP

The Mpumalanga Department of Education has allocated budgets to all schools across the province to top-up on textbooks for the 2024 school year. Since Grade 12 in quintiles 1-3 schools is provided textbooks in the tablets, quintiles 1-3 schools will be allowed to top-up on the CAPS textbooks from Grade 4 to 11 as well as other LTSM in the catalogue for all other grades as per their needs within the allocated budget. Quintiles 4-5 schools will top-up as usual.


Order forms (requisitions booklet) will be issued at circuit offices, principals are to please collect and complete the order forms in advance in order to submit requisitions as schedule at their assigned capturing cluster venue.

Bongani Rainmaker will be at the capturing venues from 05 June – 09 June 2023. Circuit Managers are requested to notify all relevant Schools within their circuits of the requisition phase and to inform each School that order forms will be collected at circuit office, they also need to ensure that School principals complete the order forms prior to the commencement date of capturing.

Every School principal is required to bring along two identical copies of the order form to the specified capturing venue as per the schedule (Provided). The order form must be completed as per the below steps:

- Complete all fields on the Affidavit page.
- Complete all the fields on the School's particulars (page 2).
- Complete the certification form {current learner count Grades 4 to 12 (page 3)}
- Select the required LTSM item/s in the order forms.
- Initial every page where item/s are selected (both School principal & circuit manager).

Upon arrival at the assigned capturing clusters. Circuit managers are requested to be present throughout the capturing for approval of school requisitions and assist with defaulting principals.


MRS LH MOYANE
HOD: EDUCATION
DATE: 18/05/2023