

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 931

22 October 2010

PROMOTION OF ACCESS TO INFORMATION ACT, 2000**DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF
EDUCATION**

As set out in the Schedule

**JEFFREY THAMSANQA RADEBE, MP****MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15 (1) (a) (i)	
<p>Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports</p>	<p>LOCATION</p> <p>The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Limpopo Department of Education</p> <p>Mr. Lekoto M.J 113 Biccard & 24 Excelsior Street Private Bag x 9488, POLOKWANE 0700 Tel. (015) 290 7921 Fax. (015) 297 6078 e-mail: Lekotom@edu.limpopo.gov.za</p>
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15 (1) (a) (ii):	
<p>Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports</p>	<p>LOCATION</p> <p>The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Limpopo Department of Education</p> <p>Mr. Lekoto M.J 113 Biccard & 24 Excelsior Street Private Bag x 9488, POLOKWANE 0700 Tel. (015) 290 7921 Fax. (015) 297 6078 e-mail: Lekotom@edu.limpopo.gov.za</p>

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
	LOCATION
ABET level 4 certificate Combined ABET level 4 certificate Grade 12 certificate Combined Grade 12 certificate Diploma certificate Statement of results Old examination papers Tender Documents	Records may be accessed on request in writing addressed to Exam Unit Help Desk B-50 Department of Education 113 Biccard & 24 Excelsior Street Private Bag x 9489 POLOKWANE 0700 Records may be accessed on request in writing addressed to Supply Chain Management Office No. D14 Department of Education 113 Biccard & 24 Excelsior Street Private Bag x 9489 POLOKWANE 0700
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1) (a) (iii)	
	LOCATION
Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports Citizen's reports Statement of Public Service Commitment Service Delivery Improvement Plan Service Standards Acts, Regulations and White Papers Budget Speech Audited financial statements Copies of speeches by MEC Public Service Forms (Z83, Bursary forms) Journals and magazines Departmental Strategic Plans Departmental Annual Performance Plan Annual Reports	The records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Limpopo Department of Education Mr Lekoto M J 113 Biccard & 24 Excelsior Street Private Bag x 9489 POLOKWANE 0700 Tel. (015) 290 7921 Fax. (015) 297 6078 e-mail: Lekotom@edu.limpopo.gov.za