## 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

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JEFFREY THAMSANQA RADEBE, MP MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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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 AUTOMATIC 15 (1) (a) (i)	ALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION
	LOCATION
Approved organizational structure	The records may be inspected at the Department
Departmental file plans	on request in writing addressed to the Deputy
Policies and Procedure Manuals	Information Officer, Limpopo Department of
Employment Equity Reports	Education
Citizen's reports	
Statement of Public Service Commitment	Mr. Lekoto M.J
Service Delivery improvement Plan	113 Biccard & 24 Excelsion Street
Service Standards Acts, Regulations and White Papers	Private Bag x 9489, POLOKWANE 0700
Budget Speech	Tel. (015) 290 7921
Audited financial statements	Fax, (015) 297 6078
Copies of speeches by MEC	e-mail: Lekotom@edu.limpopo.gov.za
Public Service Forms (Z83, Bursary forms)	e-mail, Lekolom@eod.mitpopo.gov.za
Journals and magazines	
Departmental Strategic Plans	
Departmental Annual Performance Plan Annual Reports	
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATIC	ALLY AVAILABLE FOR COPYING INTERMIS OF SECTION 1
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATIC (1) (a) (ii):	
(1) (a) (ii):	LOCATION
(1) (a) (ii): Approved organizational structure	LOCATION The records may be inspected at the Department
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(1) (a) (ii): Approved organizational structure Departmental file plans Policies and Procedure Manuals Employment Equity Reports	LOCATION The records may be inspected at the Department on request in writing addressed to the Deputy
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ABET level 4 certificate Combined ABET, level 4 certificate Grade 12 certificate Combined Grade 12 certificate Diploma certificate Statement of results Old examination papers	Records may be accessed on request in writing addressed to Exam. Unit, Help Desk, B-50 Department of Education 113 Biccard & 24 Excelsion Street Private Bag x 9489. POLOKWANE 0700
Fender Documents	Records may be accessed on request in writing addressed to Supply Chain Management Office No. D14 Department of Education 113 Biccard & 24 Excelsion Street Private Bag x 9489. POLOKWANE 0700
DESCRIPTION OF CATEGORY OF RECORDS AUTOMA SECTION15 (1)(a)(#)	TICALLY AVAILABLE FREE OF CHARGE IN TERMS OF
	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 Tet, (015) 290 7921 Fax: (015) 290 7921 Fax: (015) 297 6078 e-mail: Lekotom@edu.limpopo.gov.za