

**CIRCULAR NUMBER: 60 OF 2025**

**TO : DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS: FET  
CHIEF EDUCATION SPECIALISTS: CIRCUIT COORDINATION  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS  
PROVINCIAL TEACHER ORGANIZATIONS  
PROVINCIAL SCHOOL GOVERNING BODIES**

**SUBJECT : RETRIEVAL OF GRADE 12 LEARNER TABLETS**

The following protocol is to be followed for the retrieval of learner-tablets and teacher-laptops in 2025 academic year.

1. Schools are expected to retrieve all tablets from learners with their accessories (Charger, protective cover and offline app microSD card) provided to Grade 12 learners in 2025.
2. Schools are expected to deliver the retrieved tablets to the departmental warehouse closest to their school.
3. Schools are required to make sure that learners return the tablets in the box that was provided with the tablet, and schools need to package the tablets in a box labeled with the school's name and EMIS number.
4. Arrangements need to be made with the warehouse officials as indicated below:

<b>Warehouse</b>	<b>Responsible officials</b>	<b>Contact Number</b>	<b>Address</b>
Middelburg warehouse	Sindile Mhaule	082 492 1085	2F Walter Sisulu Drive, Middelburg
Mbombela warehouse	Hleziphi Shongwe	071 195 5871	6 White Water Street, Riverside Industrial Park, Mbombela



5. The final date to deliver tablets to the warehouse is **12 December 2025**. Schools are encouraged to deliver the tablets from **10 November 2025**.
6. Teachers are still expected to keep the laptops provided to them. However, schools are reminded to retrieve laptops from teachers that are no longer teaching Grade 12 or have left the school and give the laptops to teachers teaching Grade 12 in the next academic year 2026.
7. The laptops remain the property of the departments through the school and any teacher that leaves the school for whatever reason, promotion, retirement or death must surrender the laptop to the school that provided it.
8. The Excel format inventory registers will be provided to schools through the ICT coordinators group to enable them to record and sign off on the retrieval of devices.
9. The attached retrieval summary for should be attached together with the excel format sheet during submission of retrieved devices.
10. School are urged to ensure 100% retrieval and the schools retrieval rate will inform the redistribution priority in 2026.

Your cooperation is highly appreciated.

  
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**MS GUGU MASHITENG**  
**ACTING HEAD: EDUCATION**

DATE: 10/11/2025



## 2025 ACADEMIC YEAR ICT LEARNER DEVICE RETRIEVAL

DATE \_\_\_\_\_

LEARNER DEVICE ASSET TAG NUMBER \_\_\_\_\_

SCHOOL EMIS NUMBER \_\_\_\_\_ CIRCUIT NAME \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_

ICT COORDINATOR NAME \_\_\_\_\_

ICT COORDINATOR CONTACT NUMBER \_\_\_\_\_ ICT COORDINATOR EMAIL ADDRESS \_\_\_\_\_

### ICT DEVICE ACCESSORIES RETRIEVAL STATUS:

TABLET POUCH RETRIEVED

- YES

- NO

TABLET CHARGER RETIEVED (HEADER AND CABLE)

- YES

- NO

### ICT DEVICE GENERAL CONDITION:

EXCELLENT CONDITION.

FAIR CONDITION.

TO REPAIR.

COMMENTS: \_\_\_\_\_

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\_\_\_\_\_  
ICT COORDINATOR

