

FREE STATE PROVINCE




REFERENCE : LA
ENQUIRIES : Mrs A Wessels
Tel: : 051- 506 1413

TO: CHIEF DIRECTOR: FINANCE & CORPORATE SERVICES
CHIEF DIRECTOR: DISTRICT IMPLEMENTATION
ACTING CHIEF DIRECTOR: AGRICULTURAL DEVELOPMENT SUPPORT
ACTING DIRECTOR: GLEN AGRICULTURAL INSTITUTE
DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT & AGRIC. ECONOMICS
DIRECTOR: VETERINARY SERVICES
DISTRICT DIRECTOR: THABO MOFUTSANYANE
DISTRICT DIRECTOR: MOTHEO
ACTING DISTRICT DIRECTOR: XHARIEP
DISTRICT DIRECTOR: LETJWELEPUTSWA
DISTRICT DIRECTOR: FAZILE DABI
DIRECTOR: MANAGEMENT SERVICES
DIRECTOR: HUMAN RESOURCES
DIRECTOR: LEGAL SERVICES
DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING
DIRECTOR: SUPPLY CHAIN MANAEMENT
ALL SUPERVISORS

HUMAN RESOURCE (PDMS/HRD) CIRCULAR NO 26 OF 2007: QUALIFICATION VERIFIATION 2007/2008

1. The Public Service Commission (PSC) is undertaking an evaluation of the status of the procedures applied by government departments to verify qualification of public servants. This evaluation will include all national and provincial departments in the Public Service.
2. The Department has conduct this verification for all officials from salary level 11 and upwards but this information is outdated, due to the movement of personnel and the fact that some officials have better their qualification since the last verification was done.
3. Your and all staff members in your directorate/district are requested to bring your original Certificate/Diploma/Degree's as well as certified copies thereof to the office at the indicated dates. Attached is a questionnaire that must also be signed and handed in with the above-mentioned certified copies.
4. All officials(no working in ABSA –building) who visits the ABSA –building are requested to present their documents(as well as certified copies) and the attached questionnaire to Ms S Hlekiso at Room 518, if they are not available in the districts/directorates at the set dates.
5. Officials who refuse to submit the requested documents will have to bear the brunt of any action that is recommended by the Public Service Commission or the HOD.

6. Your urgent attention will be appreciated. If any assistance is needed, please contact the Director: Human Resource.


A / HEAD OF DEPARTMENT
DATE: 26/07/07

Department of Agriculture

Department van Landbou

Lefapha la Temo

Private Bag X02, Bloemfontein, 9300 / ABSA Building, c/o Maitland & Aliwal Street

Tel: 051 – 506 1412 / Fax: 051 – 447 1491

**All official visiting ABSA are requested to bring the information along
Electronic format of the verification questionnaire is available from Ms A Wessels**

Date	Leading Official responsible	Towns	Comments
21 August – 24 August	Ms A Wessels	ABSA	
28 August	Ms A Wessels	Bloemfontein Veterinary Laboratory	
27 August & 29 August	Ms A Wessels	Glen	
This is the estimated dates for the visits regarding the Qualification Verification Specific Dates will be communicated to District Directors by Leading Officials			
29 August – 31 August	Ms R Dlamini & Ms M Klopper	Lejweleputswa District: Bultfontein, Welkom, Virginia Brandfort, Theunissen	
27 August & 4-5 Sept	Ms C Lombaard	Sasolburg	
27 August – 30 August	Mr Z Mofokeng & Ms Mohlabakoe	Thabo Mufutsanyane: Qwaqwa Ward Offices Harrismith	
3 September 4 September	Ms R Dlamini & Ms M Klopper	Motheo: Thaba Nchu, Ladybrand, Clockolan , Excelsior	
3 September	Ms A Wessels & Mr R Claassen	Extensión – Fazile Dabi	
4 September	Ms A Wessels & Mr R Claassen	Animal Health – Fazile Dabi	
4 September	Ms T Van der Berg	Xhariep –MDT Meeting Buthulie	
6 September	Ms A Wessels & Mr R Claassen	Bethlehem, Paul Roux Senekal Winburg, Fouriesburg, Fickburg,	
7 September	Ms A Wessels & Ms T Van der Berg	Xhariep –MDT Meeting Petrusburg	
4 September – 7 September	Mr Z Mofokeng & Ms Mohlabakoe	Thabo Mufutsanyane: Qwaqwa Ward Offices Warden & Vrede	
11 September	Ms R Dlamini & Ms M Klopper	Animal Health - Lejweleputswa District: Kroonstad Lab	
		Boshof , Hoopstad Parys Viljoenskroon Bothaville	Date for the following towns will be communicated with the District Directors. Officials visiting the District during Qualification Verification process are requested to bring the required document along.