



PROCESS OF INTER REGIONAL REPOSTING FOR 2024/2025 ACADEMIC YEAR

Step 1

An Applicant seeks for an **Assurance** from their Region of choice through their **Metro/Municipal/District Directors of Education**.

Step 2

- After securing the assurance letter, the applicant then applies for **Release** from his/her current **Metro/Municipal/District Education Office**.
- The **Metro/Municipal/District Director** writes a covering letter, after the applicant has completed an inter-regional transfer form and attached all necessary documents (Eg. Current Payslip, Assurance Letter, Certificates, Bank Clearance, etc).

Step 3

The **Metro/Municipal/District Director** forwards the applicant's documents to the Regional Education Office for onward submission to the **Director-General** for the **final approval**.

Step 4

After the Director-General's approval is given, the **Regional Director** issues a **release letter** to the applicant to complete the **reposting process**.

NOTE: A teacher seeking Inter Regional reposting can only be released by the Regional Director after the Director-General has given final approval to the applicant.