

KANTOORSTEMPEL/ DATUM

OFFICE STAMP/DATE

Rang/Rank
DD Business Solutions

Salary notch: 896 436,00

Weeksdae/ Week-days:[illegible]

	TOTAL
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HOURS/URE		Ure Hours	Bedrag Amount	Datum/ Date	
Van/ From	Tot/ To			Van/ From	Tot/ To
08h00	16h00	8,5		19-Oct-2025	19-Oct-2025

Facilitating the Upgrade, configuration and testing of EDMS system from version 18.3 to newer 24.3 version

Datum / Date :

28/10/2025

1.



Datum / Date :

28/10/2025

Rang/ Rank:

Director : GITM

2

Wade

Datum / Date :

28/10/2022

Hoof van kantoor / Head of office

Rang/ Rank:

Director : GITM

90704525

[illegible]

Oct-25				
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STATEMENT DATE:

DIVISION:

DO NOT COMPLETE THIS COLUMN - HAS A FORMULAR IN TO CALCULATE THE MAXIMUM BASIC SALARY

OVERTIME RENUMERATION FOR THE MONTH : 45931

APPROVAL NO:

NAME	PERIOD		PERSONAL NUMBER	ACTUAL SALARY NOTCH	* MAXIMUM BASIC SALARY	PRISCIBE HOURS P/W	NORMAL HOURS	SUNDAY HOURS	NORMAL AMOUNT	SUNDAY AMOUNT	ACTUAL OVER-TIME AMOUNT	30% LIMIT	AMOUNT TO BE PAID	PERSONAL TRANS
	FROM	TO												
Otisile Earl Kole	18 October 2	19 October 2	90704525	896 436.00	376 413	40	15	8.5	4 080.62	3 068.02	7 128.64	9 410.33	7 128.64	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
	1900/01/00	1900/01/00	0	0.00	0	40	0	0	-	-	-	-	0.00	
TOTAL									TOTAL		7 128.64	9 410.33	7 128.64	

* DO NOT COMPLETE THIS COLUMN - HAS A FORMULAR IN TO CALCULATE THE MAXIMUM BASIC SALARY

DATE 28/10/2008

DATE 28/10/2005

DATE _____

DATE _____



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMORANDUM

DATE:	28 October 2025	FILE :	8/3/R
TO:	Director: Finance	FROM:	D: GITM

SUBJECT:	APPROVAL OF OVERTIME WHEN OFFICIAL SOME OF THE HOURS WAS CONNECTING REMOTELY
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This serves to formally confirm the involvement of **Otsile Earl Kole, Deputy Director: Business Solutions, Persal No. 90704525**, during the upgrade of the Electronic Document Management System (EDMS) from version 16.3 to the latest release, version 24.3. The upgrade was performed during the weekend of 18 – 19 October 2025.

Given the technical complexity of this upgrade, certain activities had to be conducted remotely. Among the most critical tasks undertaken were ensuring that a system backup was performed and configuring the upgraded platform. These steps were essential to safeguard data integrity, maintain system security, and ensure a seamless transition to the newer version.

Once the configuration phase is complete, best practices dictate that both internal validation and external user acceptance testing need to be performed. Based on the attached weekend register, the official was delegated to perform on-site (internal) testing from 12:29 to 16:45. During this period, the official was required to connect to the departmental network from the office and perform application testing. These tests aim to verify that all core functionalities remain fully operational and that the system continues to meet departmental requirements without disruption.

The official's contribution was instrumental in ensuring the stability, reliability, and security of the upgraded EDMS environment. The above activity also forms part of his work plan.

I hope and trust that the above provides sufficient confirmation and assurance of his participation during the overtime period when the EDMS system was upgraded.

R. Debe
DIRECTOR: GITM

DATE: 28/10/2025



Departement van Toerisme • uMnyango Wezokuvakasha • iSebe lezoKhenketho • umNyango wezokuVakatjha Litiko
Letekuvakasha • Kgoro ya tša Boeti • Lefapha la Bojanala • Lefapha la Bohahlaudi • Ndzawulo ya
VuphumbaMuhasho wa Vhuendelamashango

Otsile Kole - Planned ICT down time

From: Communications Tourism
Date: 2025/10/17 13:00
Subject: Planned ICT down time
Bc: Otsile Kole

Dear Colleague

Kindly be advised that ICT will be performing an upgrade on the EDMS system from Saturday, 18 October at 10:00 until Sunday, 19 October 2025 at 20:00. During this upgrade period, the EDMS platform will be unavailable.

ICT regrets the inconvenience caused and appreciate your understanding in order to enhance EDMS system performance.

Kind regards
GITM



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

WEEKENDS AND STAFF AFTER HOURS REGISTER
VISITORS ENTRANCE

Date	Initial and Surname	Company from	Reason for visit	Signature	Security officer	Time In	Time out
19/10/2025	C. Letenda	Tourism	work	[Signature]	[Signature]	09:04	12:00
19/10/2025	T. Segakweng	Tourism	Work	[Signature]	[Signature]	09:20	15:40
19/10/2025	O.E. Kole	Tourism	work	[Signature]	[Signature]	12:29	16:45
25 October 2025 Saturday							
25/10/25	Tinalco M	Tourism	work	[Signature]	[Signature]	06:10	15:07
25/10/25	LM LEGODI	Tourism	Work	[Signature]	[Signature]	06:12	15:00
25/10/25	Ouwus	SKG	work	[Signature]	[Signature]	06:40	17:21
25/10/25	K Mmota	Tourism	work	[Signature]	[Signature]	06:58	15:00
25/10/25	N Nalings	Tourism	work	[Signature]	[Signature]	06:58	15:08
25/10/25	N. Hlope	11	11	[Signature]	[Signature]	06:58	15:07
25/10/25	T.S. Mgantshe	11	11	[Signature]	[Signature]	06:59	15:00
25/10/25	Mdgo K O	11	11	[Signature]	[Signature]	06:59	15:00