Isalathiso: 20160202-7296
5/8/4/1/2
Imibuzo: V Madasi

ISetyhula: 0008/2016
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNtloko zoQuquzelelo neNgcebiso ngezeKharityhulam, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi ngezeKharityhulam nakwiiNqununu zezikolo zikarhulumente eziqhelekileyo nezezo zikolo zemfundo eneemfuno ezizodwa okusebenzayo oku

Isishwankathelo esifutshane: *Isistim esebenza ngekhompyutha yokuqaphela iincwadi zomsebenzi (workbooks) ezishotayo nezingaphezu kwemfuneko ngoJulayi 2016*

Isihloko: Isistim esebenza ngekhompyutha yeencwadi zomsebenzi zamaBakala R – 9 ukulungiselela u-2016

1. ISetyhula 0034/2015, yazise ukuba iincwadi zomsebenzi zabafundi bamaBakala R – 9 kwiinyanga ezintandathu (6) zokugqibela zika-2016, ziya kusiwa kuzo zonke izikolo zikarhulumente. Ezi ncwadi zomsebenzi zaye zaziswa ziphelele kuzo zonke izikolo zikarhulumente ungadlulanga owe-12 Februwari 2016. Iincwadi zomsebenzi zeBakala R ziqulethe iNcwadi 3 no-4 (zekota 3 no-4) neencwadi zomsebenzi zamaBakala 1 – 9 zeVolyum 2 (zeKota 3 no-4).

2. Phakathi kowe-06 nowe-12 Apreli 2016 zonke izikolo zikarhulumente mazingene kwi-*CEMIS* ukuze zikwazi ukuqaphela iincwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko zamaBakala R – 9. Ngeli xesha izikolo zifanele ukuwafaka ekhompyutheni yaye ziwasayinele amanani aqikelelweyo abafundi ango-2016, kunye netotali yenani leencwadi zomsebenzi ezaye zafunyanwa ncakasana zesifundo ngasinye kumaBakala R – 9, kwi*CEMIS*.

3. Xa izikolo zingena kwi-*CEMIS,* zifanele ukukhetha u-"*Administration" option* okwi-*menu bar*. Kwi-*drop down list, zi*khethe u-"*Workbooks*" ukuze zikhethe u-"*Welcome and guidelines*" okanye iskrini esino-"*Capture*".

4. Kungaqhagamshelwana naba bantu balandelayo ukuba ufuna uncedo ngokufaka iinkcukacha zakho nangenkqubo yokuzisayinela (*sign off process*):

   Vuyelwa Madasi (ifoni 021 467 2108), okanye idilesi ye-imeyili Vuyelwa.Madasi@westerncape.gov.za

   Bongiwe Nkwali (ifoni 021 467 2221) okanye idilesi ye-imeyili Bongiwe.Nkwali@westerncape.gov.za

   Kashiefa Sedien (Ifoni 021 467 2553) okanye idilesi ye-imeyili Kashiefa.Sedien@westerncape.gov.za

5. Zakuba zifakiwe zonke iinkcukacha zeencwadi zomsebenzi zesikolo zezo zigaba zithile, mayigqitywe inkqubo yokusayinelwa kwazo.

6. Ingcaciso efunyenweyo ngeencwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko iya kwenziwa ifumaneke kumagosa ezithili ekuluxanduva lwawo ukuququzelela nokulungiselela ukuhanjiswa kweencwadi zomsebenzi ezishotayo okanye ezingaphezu kwemfuneko.

7. Kucelwa wazise okukule setyhula bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-P A VINJEVOLD
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2016-02-29