



Verwysing: 20191029-956
Lêerno.: 13/2/3
Navrae: C Banda

Kurrikulum VOO-minuut: DCF 0010/2019

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, Hoofonderwyskundiges, Hoofde: Kurrikulumkoördinerings- en -advies, Kringbestuurders, Hoofde: Bestuur en Beheer, Adjunk-hoofonderwyskundiges, Assesserings- en eksamenkoördineerders, Vakadviseurs, Hoofde van inrigtings met leerders van graad 10 tot 12, Vakhoofde vir Afrikaans en Afrikaans-onderwysers vir graad 10 tot 12

Onderwerp: 2020 LOK-simposium vir onderwysers van Afrikaans Huistaal, Eerste en Tweede Addisionele Taal (graad 10 tot 12)

1. Die Letterkunde-ondersteuningskomitee (LOK) nooi alle Afrikaans-onderwysers vir graad 10 tot 12 na die 2020 LOK-simposium wat op **Vrydag, 14 Februarie 2020 (vanaf 15:00)** en **Saterdag, 15 Februarie 2020** vanaf **8:30 tot 15:30** by die **Universiteit van Wes-Kaapland** in Bellville gehou sal word.
2. Die hoofdoelwit van die simposium is om die onderrig van letterkunde te ondersteun, maar daar sal ook 'n fokus op ander dissiplines, soos leesbegrip, skryf en grammatika, wees.
3. Die simposiumprogram sal op **22 November 2019** beskikbaar wees en deur Afrikaans-vakadviseurs aan skole versprei word.
4. Die registrasiegeld vir die 2020-simposium is **R100,00** vir onderwysers en **R75,00** vir voltydse onderwysstudente. Persone wat belangstel, kan hierdie bedrag in LOK se **Nedbank-tjekrekeningnommer 1089131240** deponeer. Tjeks moet aan LOK uitgemaak word. Gebruik asseblief die akroniem "LOK" en die naam van die skool as verwysing wanneer u u registrasiegeld betaal. Afrikaans-vakadviseurs en die Departement van Afrikaans en Nederlands by die Universiteit van Wes-Kaapland sal vir die administratiewe en logistieke reëlings van die LOK-simposium verantwoordelik wees.

5. Deelnemers kan aanlyn registreer deur die Google-vorm via die volgende skakel: <http://bit.ly/LOK2020registrasie> in te vul. Bewys van betaling moet nie later nie as **31 Januarie 2020** na **me. Janine Pekeur** van die **Universiteit van Wes-Kaapland** by **021 959 1249** gefaks word. Me. Pekeur kan telefonies by **021 959 2112** of per e-pos by lokmondig@gmail.com gekontak word. Ons herinner u om asseblief die akroniem "LOK" en die naam van die skool as verwysing te gebruik.
6. Onderwysers wat 100 km of verder (enkelafstand) na die simposium reis, sal volgens die Wes-Kaap Onderwysdepartement se tariewe en prosedures vergoed word (Kyk **Bylaes A, B en C** vir eisvorms). **Alle** onderwysers wat reisgeld wil terugeis, word versoek om asseblief die BRS-vorm (**Bylae C**) by die bank in te vul. Slegs een voertuig per skool mag reisgeld eis.
7. Om die organiseerders van die LOK-simposium te help, word onderwysers versoek om by die sperdatum vir registrasie te hou. Geen laat aansoeke sal aanvaar word nie.
8. Bring asseblief die inhoud van hierdie minuut onder die aandag van alle belanghebbendes.

GETEKEN: PAD BEETS

ADJUNK-DIREKTEUR-GENERAAL: KURRIKULUM- EN ASSESSERINGSBESTUUR

DATUM: 2019-11-12

ANNEXURE / BYLAE A

SUBSISTENCE AND TRANSPORT CLAIM

DEPARTMENT **W C E D**

Claim No.:

ADVANCE TAKEN YES NO

AMOUNT ADVANCED R

Persal user id:

Date captured:

Approved: Persal user id

Date approved:

CLAIMED BY

Surname & Initials

PERSAL No.

DATE FROM **2 0 2 0 0 2 1 4**
Y Y Y Y M M D D

Office

DATE TO **2 0 2 0 0 2 1 5**
Y Y Y Y M M D D

ALLOCATION

RESPONSIBILITY **2 3 1 3** OBJECTIVE **0 1 0 0 2 6**

DESCRIPTION (Persal function # 5.3.11)

DESCRIPTION	PERSAL CODE	AMOUNT		
		R	C	C
S & T Allowance daily tariff - amount does not exceed limit set by SARS (No receipts)	0 4 3 6			
S & T Allowance daily tariff - amount does exceed limit set by SARS (No receipts)	0 4 4 3			
S& T Actual Expenditure (Meals)	0 5 8 8			
S&T Actual Expenditure (Accommodation)	0 4 6 2			
S & T General Public Transport Exp.	0 4 6 3			
S & T: Parking exp.	0 4 6 4			
S & T: Toll fees	0 4 6 5			
Telephone calls: official calls only (itemized bill)	0 4 6 6			
Travel allowance: >8000 km's/pa (use of private vehicle)	0 4 6 9			
Travel allowance: <8000 km's/pa (use of private vehicle)	0 4 7 0			
S & T Overseas: daily tariff amount dc does exceeds amount set by SARS (No receipts)	0 4 4 4			
S & T Overseas: amount does ex not exceeds limit set by SARS (No receipts)	0 4 7 3			
S&T Actual Foreign Expenditure (Accommodation)	0 4 7 6			
S&T Actual foreign Exp (Meals)	0 5 8 9			
S & T: Petrol Allowance	0 5 1 5			
S&T: Accommodation (Members)	0 5 0 5			
S&T: Motorfin (SMS Members)	0 0 9 3			

LESS Advance: S & T (full amount received) **0 0 4 3**

* Due to/by you

(For record purposes only) Receipt number Date Amount

DETAILED CLAIM INFORMATION

Description	Date From	Date To	Time From	Time To	Number of		Rate	Amount
					Days	Hours		
LOK SIMPOSIUM	/2/2020	2/15/2020						
Privaatmotorvervoer (Z43 aangeheg)								
Total Amount of Claim								
Less Total Amount of Advance								Nil
Nett Amount of Claim								*

CERTIFICATE

I certify that I was actually and necessarily employed traveling or detained on public service during the period(s)) stated above, that the charges are in accordance with the authorized rate and that the incidental expenses have been actually and necessarily disbursed.

APPLICANT		CERTIFIED CORRECT		APPROVED IN ACCORDANCE WITH PTI 8.3.6.3 & 8.3.6.6	
Signature Applicant	Rank	Signature: Checking Officer	DCES Rank	Signature:	CES Rank
Surname & Initials	2/15/2020	BANDA, C.J		SCHREUDER, GR	
Surname & Initials	Date	Surname & Initials	Date	Surname & initials (Block letters)	Date

SELFOONNUMMER:

EIS TEN OPSIGTE VAN REISE MET PRIVAATVERVOER OP AMPTELIKE DIENS
CLAIM IN RESPECT OF OFFICIAL JOURNEYS UNDERTAKEN BY PRIVATELY OWNED MOTOR TRANSPORT

Claimed by (<i>in block letters</i>) Geis deur (<i>in blokletters</i>)	Departement van Department of WKOD
Rank Rang	
Address (to which warrant voucher must be sent) Adres (waarheen skatkisorder gestuur moet word)	Month Maand FEBRUARIE
Headquarters Hoofkwartier /	Vir Rekenmeester / for Accountant Eis / Claim No.

BESKRYWING VAN VOERTUIG • DESCRIPTION OF VEHICLE

Fabrikaat van motor Make and model	Jaar van vervaardiging Year of manufacture	Tipe (motor, motorfiets, bromponie, ens) Type (motor-car, motor cycle, scooter.)	Registrasie- nommer Registration number	Enjinslag, volumegroep in cm ³ Engine swept volume group in cm ³

OPSOMMING VAN REISE AFGELÊ EN EIS OM TOELAES
SUMMARY OF JOURNEYS UNDERTAKEN AND CLAIM FOR ALLOWANCES

(Vir besonderhede sien anderkant • For details see reverse)

			Vir Rekenmeester For Accountant			
	Kilometers gereis Kilometers traveled (kol.9 – Col.9)	Tarief per kilometer Tariff per kilometer	Bedrag Amount R C		Toewysing Allocation	Kode Code
Kilometertoelae Kilometre allowance						
Passasierstoelae Passenger allowance						
Stalling en parkering Garaging and parking						
Nie van toepassing op motorfietse en bromponies nie Not applicable in the case of motor cycles and scooters.		Totaal Total				

*Ek sertifiseer dat dit vir my nodig was om ampshalwe die reise te onderneem ten opsigte waarvan ek 'n eis indien en dat die toelae wat ek eis in
I certify that I was required to perform the traveling claimed for on official duty and that the allowance claimed are in accordance with the rates
ooreenstemming is met die gemagtigde tariewe ten opsigte van my motorcar/motorfiets/bromponie en dat die passasiers werklik en noodsaaklik op
authorized in respect of my motor-car /motor cycle / scooter and that the passengers were actually and necessarily conveyed on official business.
amptelike diens vervoer is.*

Handtekening van eiser
Signature of claimant

Datum:
Date: **15 / 02 / 2020**

KORREK VERKLAAR • CERTIFIED CORRECT CJ Banda <i>Hoof van afdeling/kantoor • Head of Branch/Office</i> Datum Date	GOEDGEKEUR • APPROVED GR SCHREUDER <i>Departementshoof • Head of Department</i> Datum Date
Ontvang van die rekenpligtige amptenaar die bedrag van Received from the accounting officer the amount of Rand sent cent Handtekening • Signature Datum • Date	Betaal per s/o No. Paid by W.V. No Datum Date

Besponderhede van reis (van plek tot plek) • Details of journey (point to point) •						Kilometerafstand Kilometre distance				Passasiers Passengers
1 Datum Date	2 Rede Reason	3 Vertrek Van Departed from	4 Tyd Time	5 Aangekom by Arrived at	6 Tyd Time	7 Kilometerstand by aanvang van reis Speedometer reading at commencement of journey	8 Kilometerstand op elke plek onder kolom 5 vermeld en na af- loop van reis. Speedometer reading at each point men- tioned in column 5 and at end of journey	9 Kilometerafstand tussen elke opeen- volgende plek vermeld In kolomme 3 en 5 en na afloop van reis. Kilometre distance between each conse- cutive point mentioned in columns 3 and 5 and at end of journey	10 Kilometerafstand deur amptelike passasier(s) afgelê Kilometre distance traveled by official passenger(s)	11 Naam, rang en departement Name, rank and department
12/2020	LOK SIMPOSIUM			UWK						
15/2/2020	RETOER	UWK								

Let wel -• Plek beteken die plek waar die reis begin en eindig asook alle plekke onderweg waar die reis om amptelike of private redes onderbreek word.

Note-• Point means the place where the official journey is commenced and terminated and all places en route where the journey is broken whether for official or private reasons



PROVINCIAL ADMINISTRATION: WESTERN CAPE

BAS ENTITY MAINTENANCE

Bank Details

DETAILS OF ACCOUNT HOLDER:

Name:

Address:

.....

.....

.....

Postal Code:

Contact Person: Tel. No.

E-mail Address:

Educator/Official: Persal No. **(If applicable to account holder)**

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system know as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/We understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

.....
 Initials and Surname Authorized Signature Date

Name of Bank

Name of Branch

Branch Code

Account Number

Type of Account Current Account

 Savings Account

 Transmission Account

DATE STAMP OF BANK ACCOUNT PARTICULARS
 CERTIFIED AS CORRECT AS WELL AS
 BANK OFFICIAL SIGNATURE

ADDRESS TO SEND THE BANK
 PAYMENT STUB
