URhulumente weNtshona Koloni
EzeMfundo

ICandelo lokuXhasa amaZiko ngeZibonelelo

Isalathiso: 20190823-8321
Inombolo yefayili: 12/2/13/6
Imibuzo: V Madasi

INgcaciso eMfutshane yeCandelo loKuxhasa aMaziko neZibonelelo: 0010/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi ngeZifundo nakwiiNqununu zezikolo zikarhulumente eziqhelekileyo nezezikolo zemfundo eneemfuno ezizodwa ezichaphazelekayo

Isihloko: Isistim esebenza ngekhompyutha yeencwadi zomsebenzi zamaBakala R ukuya ku–9 ukulungiselela u-2020

1. Iincwadi zomsebenzi (zamaBakala R ukuya ku-9) zesiqingatha sokuqala sonyaka ka-2020, zasiwa kuzo zonke izikolo zikarhulumente njengoko kwakuchaziwe kwiSetyhula 0029/2019 yomhla we-09 Agasti 2019.

2. Ukwenzela ukuba izikolo zikwazi kwangethuba ukuziqaphela iincwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko zamaBakala R ukuya ku-9 kwisiqingatha sokuqala sonyaka ka-2020, zonke izikolo zikarhulumente mazingene kwi-*CEMIS* phakathi kwe-21 ne-25 Oktobha 2019. Ngeli thuba izikolo maziwafake ekhompyutheni zize ziwasayinele amanani kanye ngqo eencwadi zomsebenzi ezifunyenweyo kwibakala ngalinye, ziwathelekisa namanani obhaliso lwabafundi aqikelelweyo angoJanuwari 2020.

3. Xa zingena kwi-*CEMIS,* izikolo kufuneka zikhethe u-"*Administration" option* okwi-*menu bar*. Kwi-*drop down list,* zikhetha u-"*Workbooks" zize* zikhethe u-"*Welcome and guidelines"* okanye iskrini i-"*Capture" screen*.

4. Kunokuqhagamshelwana naba bantu balandelayo ukufumana uncedo ngokufaka iinkcukacha zakho nangenkqubo yokuzisayinela (*sign-off process*):

   Vuyelwa Madasi kule foni 021 467 2108, okanye kule dilesi ye-imeyili Vuyelwa.Madasi@westerncape.gov.za

Kashiefa Sedien kwifoni 021 467 2553, okanye kwidilesi 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 malunga neencwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko iya kwenziwa ifumaneke kumagosa ezithili ngokuqala kugqithwe kwi-*EduInfoSearch*, wona aya kuba noxanduva lokuququzelela nokulungiselela ukuziswa kweencwadi zomsebenzi apho kukho ezishotayo okanye ezingaphezu kwemfuneko.

7. Kucelwa wazise okukule ngcaciso imfutshane bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU- L McGLENATENDOLF
IBAMBELA SEKELA MLAWULI-JIKELELE WOCWANGCISO LWEZEMFUNDO
UMHLA: 2019-09-18