Isalathiso: 20190226-2116
Inombolo yefayili: 12/2/13/6
Imibuzo: V Madasi

INgcaciso eMfutshane yeCandelo loKuxhasa aMaziko ngeZibonelelo: 0003/2019

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-2019**

1. Iincwadi zomsebenzi (zamaBakala R ukuya ku-9) zesiqingatha sesibini sonyaka ka-2019, zasiwa kuzo zonke izikolo zikarhulumente njengoko kwakuchaziwe kwiSetyhula 0027/2018 yomhla we-27 Julayi 2018.

2. Ukwenzela ukuba izikolo zikwazi kwangethuba ukuziqaphela iincwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko zamaBakala R ukuya ku-9 kwisiqingatha sesibini sonyaka ka-2019, zonke izikolo zikarhulumente mazingene kwi-*CEMIS* phakathi kowe-06 Meyi nowe-10 Meyi 2019. Ngeli thuba izikolo maziwafake ekhompyutheni zize ziwasayinele amanani kanye ngqo eencwadi zomsebenzi ezifunyenweyo kwibakala ngalinye, ziwathelekisa namanani obhaliso lwabafundi aqikelelweyo angoJulayi 2019.

3. Xa zingena kwi-*CEMIS,* izikolo kufuneka zikhethe u-"*Administration" option* okwi-*menu bar*. Kwi-*drop down list,* zikhethe u-"*Workbooks" ukuze* 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,* 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
**USEKELA MLAWULI-JIKELELE OBAMBELEYO WOCWANGCISO LWEZEMFUNDO**
**UMHLA:** 2019-03-28