

File no.: 18/5/2  
Reference: 20240201-14384

Institutional Resource Support Minute: 0004/2024

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Circuit Managers, Deputy Chief Education Specialists, Subject Advisers and Principals of ordinary public and applicable special schools

**Subject: Online system for Grades R to 9 workbooks for 2024**

1. Workbooks for Grades R to 9, for the second half of 2024, as indicated in Institutional Resource Support Minute 0009/2023, dated 23 June 2023, were delivered to all schools.
2. In order to identify workbook shortages and surpluses for Grades R to 9 in the second half of 2024 timeously, all public schools should access CEMIS between 13 and 17 May 2024. During this time, schools should capture and sign off on the actual number of workbooks received for each grade against their learner enrolment projection for July 2024.
3. When accessing CEMIS, schools should select the "Administration" option on the menu bar. In the drop-down list, select "Workbooks" and then select the "Welcome and guidelines" or "Capture" screen.
4. The following persons can be contacted should you require assistance with the capturing of your details and the sign-off process:

Contact person	Tel. no.	Email address
Vuyelwa Madasi	021 467 2108	<a href="mailto:Vuyelwa.Madasi@westerncape.gov.za">Vuyelwa.Madasi@westerncape.gov.za</a>
Kashiefa Sedien	021 467 2553	<a href="mailto:Kashiefa.Sedien@westerncape.gov.za">Kashiefa.Sedien@westerncape.gov.za</a>
Noncedo Mbali	021 467 2142	<a href="mailto:Noncedo.Mbali@westerncape.gov.za">Noncedo.Mbali@westerncape.gov.za</a>

5. Once the school's workbook details have been captured for the different phases, the sign-off process must be completed.

6. The information gathered regarding workbook shortages and surpluses will be made accessible to the relevant district officials via EduInfoSearch, who will be responsible for facilitating the distribution and collection of workbooks where there are shortages or surpluses.
7. Kindly bring the contents of this minute to the attention of all relevant personnel.

**SIGNED:** M S ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2024-02-19