



Province of the
EASTERN CAPE
EDUCATION

RESOURCE TARGETING AND SYSTEMS PLANNING

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CIRCULAR NO: OF 2012

TO : **DDG: IOM**
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
CHAIRPERSONS OF SGB'S
SCHOOL PRINCIPALS

FROM : **ACTING HEAD OF DEPARTMENT**

DATE : **28 NOVEMBER 2012**

SUBJECT : **SUBMISSION OF EMIS RETURNS AND COMPULSORY IMPLEMENTATION OF SA-SAMS**


1. The aim of this circular is to direct all districts to develop and maintain reliable education information system and enhance their accountability.
2. In order for districts to be capable of providing the public with timely, accessible and accurate information, it is imperative that SASAMS be fully and effectively operational.
3. Document Management and general upkeep of functional educational data is essential for the running of efficient and transparent public administration in the education sector from school level through to the apex of our administration. The laptops that have recently been distributed to all public schools are part of the initiative to improve administration in our schools.
4. Schools are required to do six (6) SASAMS data submissions in 2013. The submissions will take place on:
 - 4.1 The tenth school day (Snap Survey), 29 January 2013
 - 4.2 The first Tuesday in March (Annual Survey), 5 March 2013
 - 4.3 The last school day of each term, 28 March, 21 June, 20 September, 4 December 2013.



Name of Submission	Due date	Source/ form of submission
Tenth day (Snap survey)	29.11.2012	Manual
Annual survey	05.03.2013	Manual
Electronic Quarterly	28.03.2013	SA-SAMS
Electronic Quarterly	21.06.2013	SA-SAMS
Electronic Quarterly	20.09.2013	SA-SAMS
Electronic Quarterly	04.12.2013	SA-SAMS

5. The school should have the following areas updated in the database for a successful submissions:
 - 5.1 The general school details should be up to date; this includes changes in cellphone numbers;
 - 5.2 The 2013 learner details should be captured and up to date, this includes the South African Identity number, as required by the admission policy;
 - 5.3 Subjects should be allocated to each learner;
 - 5.4 Learner and educator attendance should be updated;
 - 5.5 Each educator teaching at the school be loaded onto the system. This includes the current qualification and subjects taught.
 - 5.6 The school should have loaded the 2013 Funding Norms paper budgets onto the financial module;
 - 5.7 Expenditure against the budget should be up to date in the system.
6. The submission will take place in the form of a LURITS deployment, which will allow the Department of Basic Education to allocate learner tracking numbers to every learner in the province and the country.
7. The Department is in the process of appointing a service provider to assist with the implementation of SASAMS over the next three years. Support staff will be developed at the circuit level to assist schools with training and technical support in order to make a successful submission.
8. As part of the support the service provider will check the departmental laptop which was used for SASAMS for the following:
 - 8.1 Verify it against inventory;
 - 8.2 Update the anti-virus;
 - 8.3 Update the SASAMS application to the latest version
 - 8.4 Assist with quality assurance of the data on SASAMS

9. The Department is in the process of implementing the e-Education strategy, with SASAMS as the agent for the e-Administration pillar of the strategy in the whole province.
10. Your cooperation and support for this important project is appreciated.



ML NGOMZO
ACTING HEAD OF DEPARTMENT