EDUCATION MANAGEMENT INFORMATION SYSTEM
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TO	:	**ALL DDG'S** **ALL CHIEF DIRECTORS AND DIRECTORS** **CIRCUIT MANAGERS** **DISTRICT SUPPORT STAFF** **ALL SCHOOL PRINCIPALS**
FROM	:	**SUPERINTENDENT GENERAL**
SUBJECT	:	**STANDARDISATION OF DATA COLLECTION FROM SCHOOLS THROUGH THE Gov-ERP SYSTEM**
DATE	:	**10 JULY 2020**

1. In line with the recent pronouncement by the South African Ministers of Education to prepare for the phased return of learners to schools, the Eastern Cape Department of Education is taking steps towards an effective and smooth transition within the rules and policies governing the COVID-19 pandemic lockdown period. Central to the success of this and any measure going forward is effective and inclusive communication at all levels within the Eastern Cape Department of Education organisation.

2. With all that is going on with COVID-19 and going forward; All schools are required to provide daily reports on the different categories of information, to inform management and other stakeholders of the department.

3. It is therefore based on this background, that the EMIS unit has introduced an online platform to manage the daily reporting from schools, and also through this platform; provide a live, consolidated summary and reporting as soon as the data is captured.

4. The implementation of this system will be done as follows:
    a) The system can be accessed via the following link https://ecdoe.goverp.co.za/login
    b) Each user will login with the following credentials:
       • username: *(your email address: e.g. principal.emis#@ecschools.gov.za)*
       • password: *(default password: password)*
       NB: *for security reasons, please change the password as soon as you have logged on*
    c) All School Principals and M anagement officials have been given access to the system

building blocks for growth

Ikamva eliqaqambileyo!

5. In order to ensure improved communication, accountability and a successful implementation of this application, relevant responsibility is to be assumed by officials as follows:
   a) All School Principals to logon every morning between 07h00 and 12h00 to update the questionnaire with their school status.
   b) Circuit Managers to logon and monitor their schools, to ensure that they update the system on a daily basis.
   c) District Directors to ensure that schools, through all their Circuit Managers are updating information on a daily basis.
   d) District EMIS Coordinators to provide technical support for their specific districts.
   e) Clusters to ensure that Districts comply by ensuring that all their schools have updated the system.
   f) All line managers to monitor the results and extract statistics for reporting that is relevant to their specific line functions
   g) All management officials can view live school statistics and extract relevant data for decision making.
   h) Support to be provided by the EMIS unit at the Head Office
   i) A step by step procedural manual on how to use the system is attached here-in.

6. All officials are urged to utilize this system as the standard platform for daily capturing of information related to COVID-19

7. The Gov-ERP system is not by any means meant to replace the SASAMS system. Therefore, all data management through SASAMS will continue as normal.

Your kind cooperation in this regard is greatly appreciated Colleagues.

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MR. T.S. KOJANA
SUPERINTENDENT GENERAL

10/07/2020
DATE