

OFFICE OF THE SUPERINTENDENT GENERAL: EDUCATION

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MEMORANDUM

TO : ALL DDGs
ALL CHIEF DIRECTORS – HEAD OFFICE AND CLUSTERS
ALL DIRECTORS – HEAD OFFICE AND DISTRICTS
ALL CESS – HEAD OFFICE and DISTRICTS
ALL EDUCATION DEVELOPMENT OFFICERS/CIRCUIT MANAGERS
ALL SES: EMIS AND POLICY IMPLEMENTATION – ALL DISTRICTS
ALL SCHOOL PRINCIPALS

FROM : SUPERINTENDENT GENERAL: EDUCATION

DATE : 27 AUGUST 2013

SUBJECT : NOTIFICATION ON APPOINTMENT OF DELOITTE CONSULTING TO ASSIST WITH SASAMS IMPLEMENTATION BY SCHOOLS

1. The Eastern Cape Department of Education (ECDoE) is rolling-out the South African Schools Administration and Management System (SASAMS) as an integral part of the e-Administration of White Paper 7 on Education: Transforming Teaching and Learning through ICT.
2. The ECDoE already trained 5,370 schools and 496 Department officials on at least one module of SASAMS.
3. The Department has since turned its focus to the implementation of SASAMS by all schools in the province.
4. More than 4,373 schools have already started with the implementation of the system. This represents 89% of schools in the province.
5. In support of the implementation, the Department supplied 2,972 laptops to public ordinary schools for SASAMS implementation since 2010 and is currently further rolling out 2,644 laptops and 5,621 3G for connectivity to all public ordinary schools, but not all schools have yet received a laptop.
6. Due to insufficient capacity at Head Office, District Office and Circuit Office, the Department appointed a service provider to assist with fast tracking the implementation of SASAMS from 2013/2014 to 2016/2017 financial years.
7. The service provider will be responsible for amongst others the following activities:



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- 7.1. Providing one human resource per district for the duration of the contract
- 7.2. Providing one human resource for two circuits in each district for a one week preceding submission for a period of the contract.
- 7.3. Provide specialized IT staff at head office to assist with further development of the warehouse
- 7.4. The successful collection, transfer, uploading, quality assurance, exception reporting and feedback to targeted schools on the SASAMS data
- 7.5. Prepare management reports generated from the collected data to managers of at Head Office, District Office and the Circuit offices
- 7.6. The transfer of skills to the EMIS Department officials both at Head Office and District Offices
8. In supporting the success of the project, Department officials at Head Office, District Offices and Circuit Offices are required to provide all necessary support that the service provider will require. An example of such support is to provide all information that may be required for planning by the service provider.
9. The Department will seasonally provide the service provider with Departmental priorities that the service provider must focus on. Examples of such priorities are:
 - 9.1. To get all schools loading their budgets on SASAMS and submitting them through SASAMS databases to the Department
 - 9.2. To get all schools recording financial expenditures on SASAMS and submitting monthly, quarterly and annual reports through SASAMS databases to the Department
 - 9.3. To enable all schools to record their ANA results on SASAMS, print reports to learners and parents through SASAMS and submitting ANA schedules through SASAMS databases to the Department
 - 9.4. To assist schools with the submission of their Snap and Annual Surveys electronically in 2014.
 - 9.5. To enable schools to submit their end of year schedules electronically.
 - 9.6. To distribute LURITS feedback files from DBE to schools and assist with the installation thereafter
10. It is therefore required of every Department official at all levels to support the service provider in its mandate for the success of the project
11. Your cooperation on this matter is appreciated.

Yours in education,

 (ACTING)

ML NGONZO

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DATE: 30/09/2013

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building blocks for growth.



Ikamva eliqagambileyo!