



Province of the  
**EASTERN CAPE**  
EDUCATION

**OFFICE OF THE DDG: EDUCATION PLANNING MONITORING AND EVALUATION**

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**TO : CLUSTER CHIEF DIRECTORS – ALL CLUSTERS**

**DISTRICT DIRECTORS - ALL DISTRICTS**

**CC : DISTRICT DEPUTY DIRECTOR S – FINANCE**

**DISTRICT CES – IMD & G**

**FROM : DEPUTY DIRECTOR GENERAL - EPEM**

**DATE : 28 OCTOBER 2013**

**SUBJECT: TRAINING OF DISTRICT FINANCE DEPUTY DIRECTORS ON OPERATIONALISING SASAMS**

1. SASAMS is the South African Schools Administration and Management Software that is seeks to improve administration and management of schools.
2. The Eastern Cape Department of Education has already trained more than 5 300 schools and more than 400 Department officials on SASAMS.
3. To support the implementation of SASAMS by schools, the Department rolled-out laptops and connectivity to most public ordinary schools in the province.
4. The Extended Top Management meeting held on 28 November 2012 resolved to make SASAMS a mandatory school administration program in order to improve, amongst others the accountability of schools regarding the use of state funds.
5. The Department is organizing training of all Deputy Directors for finance and all Chief Education Specialist for IMD & G for every district in the province.
6. All cluster Chief Directors and District Directors are requested to avail the above mentioned officials for the training that is proposed to be taking place as follows:

**DATE : 10 December 2013**

**VENUE : Stirling Education Leadership Institute, East London**

**TIME : 08H00 to 16H00**

7. Arrangement for accommodation of the officials for one day shall be for each District account.
8. Lunch and refreshments during the training will be provided.



**TRAINING OF DEPUTY DIRECTORS AND CESs ON SASAMS**

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9. All District Directors are then requested to send list of the two officials from each district for further planning of the training.
10. The list of the names of the two officials must be sent to Mr R Janse van Rensburg or Mr AS Malaza obtainable on 043 735 1820 on or before 11 November 2013.
11. Further communication and invitation will be extended once every district has responded to this communication.

Yours in education services,



MP MDIKANE

DEPUTY DIRECTOR GENERAL - EPEM



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APPROVAL OF SUBMISSION PROGRAMME FOR LURITS DEPLOYED DATABASES

*Ikamva eliqaqambileyo!*