

GOUVERNEMENT
DE LA REPUBLIQUE
DE VANUATU

MINISTRE DE L'EDUCATION ET DE
LA FORMATION

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OFFICE OF THE DIRECTOR GENERAL - BUREAU DU DIRECTEUR GENERAL

Wednesday 11th January, 2017

To: PEOs, VEMIS officers and All School Principals

Subject: 2017 VEMIS Survey Form (School Enrolment Data)

Happy New Year 2017 to you all, On behalf of the Ministry of Education and Training (MoET), I would like to thank all Provincial PEOs, ZCAs, principals, teachers, and the VEMIS officers for working very hard entering all 2016 school enrolment data into the Open VEMIS (OV) either Manual by schools and complete entering into the system by VEMIS officers or directly into the system by schools.

Last year is the second year to direct use of the system as far as the school level and it became very challenging for everyone. However this year after some important OV trainings has been done last year at the Ministry, Provincial and school level, I would expect data enter into the system earlier than what we had last year.

Be mindful that the school **Census dateline is 21st of March 2017** and there are two important activities at the Provincial and central level that depend largely on the use of the school enrolment data.

- The use of school enrolment data in determining the number of teachers to be posted to a school or is required in a single school and
- The use of school enrolment data in calculating school grants payment to schools

As a school head, it is one of your tasks to ensure school information are provided or uploaded directly into the Open VEMIS (OV), for schools with access to internet and update on time for the purpose of MoET planning and decision makings and most importantly for the purpose of grant payment.

Therefore, this letter serves to instruct:

1. You as PEO to ensure that all schools in your Province have their school enrolment data submitted or direct entry before the 21st of March

2.You as school head to ensure correct school enrolment data of your school are submitted to provincial office or enter directly into the system before 21st of March

PEOs are also instructed to treat the activity on VEMIS data collection as a priority at this point of time to meet the dateline, and should use their budget whenever it is necessary to assist the VEMIS officers and ZCAs to follow up with school principals to ensure all VEMIS forms are received and completed before the said date.

VEMIS officers should take all necessary approaches to ensure all data entry is completed by **21st March 2017** as clearly outline in the VEMIS timeline. Nearby schools and schools with access to internet, principals are encouraged to visit the provincial office with their data information to get assistance from VEMIS officers in uploading their data into the OV.

Thank you for your understanding and cooperation

Yours Sincerely,



Jesse Dick Joe
Acting Director General



Cc: Roy Obed – Director Education Services
Serge Lewawa – Director Policy & Planning
John Gideon – Director Finance & Administration
George Mael Toka – Director Tertiary Post Schooling
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