



Province of the
EASTERN CAPE
EDUCATION

HUMAN RESOURCE DEVELOPMENT:

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605

REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

E-mail: lukhanyo.sidiya@edu.ecprov.gov.za / lcidia1986@gmail.com

Ref: No: Tel: **040 – 608 4253**

Enquiries: **Ms. L. Sidiya** Fax: **040 – 608 4690**

TO:
OFFICE OF THE MEC
OFFICE OF THE SUPERINTENDENT GENERAL
ALL DEPUTY DIRECTOR GENERALS
ALL CHIEF DIRECTORS
ALL DISTRICT DIRECTORS
CES – HRD & LR
PMDS COORDINATORS
ALL EMPLOYEES
LABOUR UNIONS

FROM : **ACTING DIRECTOR HRD**

SUBJECT: **GUIDELINES FOR EFFECTIVE IMPLEMENTATION OF PMDS AND IQMS FOR ALL OFFICE BASED EMPLOYEES FROM SALARY LEVEL 1 – 12 WHO ARE APPOINTED BY THE EASTERN CAPE DEPARTMENT OF EDUCATION FOR 2020-2021 PERFORMANCE YEAR**

DATE: **29 JULY 2020**

1. The Department is in a process of implementing 2019/2020 **PMDS** incentives for salary levels **1 – 12**.
2. This exercise will only be achieved if all requirements of **PMDS** as prescribed by the policy have been met by all employees appointed in salary level 1- 12.
3. The 2017 Incentives Policy Framework – **DPSA** circular 11 of 2017 (dated 19 September 2017), clearly indicates that employees may only be entitled to performance incentives if they meet the following:
 - An employee must enter into an agreement at the beginning of the performance cycle.
 - All assessments to be completed by employees (2 seementer assessments) on time.

- An employee must be in the same notch for the entire performance cycle, and new appointees must complete at least **24** months (2 performance cycles) they have completed the following:
4. **COVID19** lockdown has caused delays in the submission of **2nd** semester and annual reviews and as a result the Department issued a guideline to remedy the delay by extending submission dates of both the annual assessments and 2020/2021 performance contracts to the **12 August 2020** for office-based employees and **21 August 2020** for school based admin staff.
 5. Employees who will be entitled to performance incentives are those that have contracted and submitted their **1st** semester reviews for **2019/2020** performance cycle and meet the requirements as per paragraph 3.
 6. No new **2019/2020** contracting is permitted to be captured on persal, the extension is only applicable to **2019/20** second semester and annual reviews.
 7. The following tables will give detail on each district capturing status for 2019/2020 semester reviews.

RANK CAT	NEW DISTRICT	1ST QUA REVIEW		Grand Total	1 ST QUARTER		2ND QUARTER		Grand Total	2 ND QUARTER	
		NO	YES		% NOT DONE	% DONE	NO	YES		% NOT DONE	% DONE
OFFICE BASED EDUCATORS	ALFRED NZO EAST	1	55	56	1,79%	98,21%	11	45	56	19,64%	80,36%
	ALFRED NZO WEST	55	21	76	72,37%	27,63%	35	41	76	46,05%	53,95%
	AMATHOLE EAST	16	94	110	14,55%	85,45%	110		110	100,00%	0,00%
	AMATHOLE WEST	16	28	44	36,36%	63,64%	44		44	100,00%	0,00%
	BCM	11	88	99	11,11%	88,89%	89	10	99	89,90%	10,10%
	CHRIS HANI EAST	13	67	80	16,25%	83,75%	63	17	80	78,75%	21,25%
	CHRIS HANI WEST	39	61	100	39,00%	61,00%	100		100	100,00%	0,00%
	HEAD OFFICE	16	100	116	13,79%	86,21%	116		116	100,00%	0,00%
	JOE GQABI	13	68	81	16,05%	83,95%	81		81	100,00%	0,00%
	NMB	13	81	94	13,83%	86,17%	94		94	100,00%	0,00%
	ORC	27	83	110	24,55%	75,45%	110		110	100,00%	0,00%
	ORI	12	100	112	10,71%	89,29%	112		112	100,00%	0,00%
SARAH BAARTMAN	9	67	76	11,84%	88,16%	76		76	100,00%	0,00%	
Total		241	913	1154	20,88%	79,12%	1041	113	1154	90,21%	9,79%

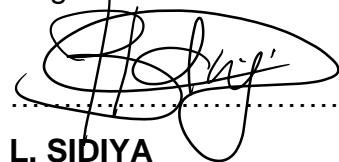
RANK CAT	NEW DISTRICT	1ST QUA REVIEW		Total	1ST QUARTER		2ND QUARTER REVIEW		Grand Total	2ND QUARTER	
		NO	YES		% NOT DONE	% DONE	NO	YES		% NOT DONE	% DONE
PUBLIC SERVANT	ALFRED NZO EAST	38	389	427	8,90%	91,10%	151	276	427	35,36%	64,64 %
	ALFRED NZO WEST	65	496	561	11,59%	88,41%	560	1	561	99,82%	0,18%
	AMATHOLE EAST	110	334	444	24,77%	75,23%	444		444	100%	0,00%
	AMATHOLE WEST	85	294	379	22,43%	77,57%	368	11	379	97,10%	2,90%
	BCM	136	806	942	14,44%	85,56%	855	87	942	90,76%	9,24%
	CHRIS HANI EAST	57	394	451	12,64%	87,36%	439	12	451	97,34%	2,66%
	CHRIS HANI WEST	232	500	732	31,69%	68,31%	732		732	100%	0,00%
	HEAD OFFICE	92	429	521	17,66%	82,34%	520	1	521	99,81%	0,19%
	JOE GQABI	42	365	407	10,32%	89,68%	405	2	407	99,51%	0,49%
	NMB	77	673	750	10,27%	89,73%	750		750	100%	0,00%
	ORC	82	644	726	11,29%	88,71%	726		726	100%	0,00%
	ORI	59	919	978	6,03%	93,97%	978		978	100%	0,00%
	SARAH BAARTMAN	104	492	596	17,45%	82,55%	566	30	596	94,97	5,03%
Total		1179	6735	7914	14,90%	85,10%	7494	420	7914	94,69%	5,31%

8. Head Office and District coordinators are hereby requested to analyze and process the following statistics and ensure that all incentives due to employees as a result of performance management are paid on time.

9. All sections are requested to assist the process by ensuring that assessments and contracting is managed.

10. HRD is targeting to finalize all PMDS incentives by the **31 August 2020**, please ensure that no deserving employees are omitted or excluded from the process.

Regards

 29/07/2020

L. SIDIYA

ACTING DIRECTOR – HRD