



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

HUMAN RESOURCE DEVELOPMENT: PMDS & IQMS

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Date: 29 September 2020

INTERNAL MEMORANDUM

**TO : ALL SMS MEMBERS (SL 13 – 15)
ALL STAFF MEMBERS (SL 1 – 12)**

FROM : CHIEF DIRECTOR – HRM & D

**SUBJECT : SUBMISSION OF 1ST SEMESTER REVIEWS
AND 1ST HALF-YEARLY REVIEWS FOR 2020/2021
PERFORMANCE CYCLE**

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This serves to remind all employees that all 1st Half-yearly Reviews/ Assessments will be due by 30 October 2020. All necessary PMDS procedures should have been followed by then, required documentation submitted to PMDS offices and captured on PERSAL by the set due dates.

PMDS unit will draw PMDS PERSAL status reports quarterly for management purposes and provide copies to all Districts and Directorates for own administrative functions and filing.

All Staff is urged to observe closely and stick religiously to the set timeframes, failing which will disqualify themselves from receiving any performance rewards or benefits emanating to PMDS, and disciplinary action or consequence management will take its course.

Your usual co-operation in this regard is appreciated.

N. TSHIBO
CHIEF DIRECTOR – HRM & D