



HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

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**TO : ALL DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS H/O AND DISTRICTS
ALL H/O AND DISTRICT STAFF**

FROM : ACTING DIRECTOR- HRD

SUBJECT : GUIDELINES FOR CONTRACTING IN 2021/22 PERFORMANCE CYCLE FOR SALARY LEVEL 1-12 EMPLOYEES

1. It has been noted that some employees are not familiar with contracting dates, semester review dates, calculators and templates.
2. For ease of reference, a checklist has been created and is attached. Please make use of it to minimise turning back of contracts and reviews.
3. **NB:** Due date for submission of performance reviews for **2020/21** and contracts for **2021/22** is **31 May 2021**. You are reminded to ensure that all outstanding documents are submitted before due date.

**L SIDIYA
ACTING DIRECTOR- HRD**



CHECK LIST- PMDS PERIOD 2021/2022 (PSA Level 1-5)

NO	ACTIVITY	Tick
1.	Level 1-5 Standard framework validity 1 st April to 31 March following year, must be signed any date in May, both employee and supervisor must sign same date.	
2.	Performance agreement Work plan must be signed and the date must be the same as standard framework	
3.	Performance Development Plan (PDP) must be signed and the date must be the same	
4.	Job Profile must be signed and the date must be the same . can be requested from HRP	
5.	1st Semester review for level 1-5 - signed progress review for standard validity 1 st April to 30 th September can sign any date in October and attach PMDS calculator . When score rating is 1 or 2 the supervisor must attach a development plan, when rated 4 attach Portfolio Of Evidence (POE) per KRA	
6.	2nd Semester review for level 1-5 - signed progress review for standard validity 1st October I to 31st March , sign any date in April and attach PMDS calculator . When rated 1 or 2 the supervisor must attach development plan , when rated 4 attach Portfolio of evidence (POE) per KRA	
7.	Annual validity 1st April – 31st March period under review date, must be submitted at the same time with second semester review. Annual rating score must correspond with 2 nd semester review (E.g. if 2 nd review is rated 3 or 4 automatically Annual review will be same). You can not be rated 3 in both semesters and have 4 in your annual assessment. Attach PMDS Calculator	



CHECK LIST- PMDS PERIOD 2021/2022 (OBE)

NO	ACTIVITY	Tick
1.	Performance Agreement EMS : Office-Based (Annexure A) validity 1 st April to 31 March following year, must be signed any date in May, both employee and supervisor must sign same date.	
2.	Work plan (Annexure C) must be signed and the date must be the same as Performance Agreement	
3.	Performance Development Plan (PDP-Annexure D) must be signed and the date must be the same	
4.	Job Profile (Annexure E) must be signed and the date must be the same can be requested from HRP&Ps	
5.	1st Mid-Year Performance Assessment (Annexure E) signed progress review validity 1 st April to 30 th September, sign any date in October and attach EMS PMDS calculator. If rating score is between 0-49% it means you are rated 1, if it is 50%-59% it means you are rated 2, if it is 60-75% your rating is 3, if it is 76%-90% your rating is 4 ,lastly if it is 91-100% your rating is 5.	
6.	2nd Mid-Year Performance Assessment (Annexure E) signed progress review validity 1 st October to 31 st March, sign date in April and attach EMS PMDS calculator. If rating score is between 0-49% it means you are rated 1, if it is 50%-59% it means you are rated 2, if it is 60-75% your rating is 3, if it is 76%-90% your rating is 4, lastly if it is 91-100% your rating is 5.	
7.	Annual Performance Assessment Annual validity 1st April – 31st March period under review date, must be submitted at the same time with second semester review. Annual rating score must correspond with 2 nd semester review (E.g. if 2 nd review is rated 3 or 4 automatically Annual review will be same). You can not be rated 3 in both semesters and be have 4 in your annual assessment. Attach EMS PMDS Calculator	



CHECK LIST- PMDS PERIOD 2021/2022 (PSA Level 6-12)

NO	ACTIVITY	Tick
1.	Level 6-12 Performance Agreement validity 1 st April to 31 March following year, must be signed any date in May, both employee and supervisor must sign same date.	
2.	Performance agreement Work plan must be signed and the date must be the same as standard framework	
3.	Performance Development Plan (PDP) must be signed and the date must be the same	
4.	Job Profile must be signed and the date must be the same	
5.	1st Semester review for level 6-12 - signed progress review for standard validity 1 st April to 30 th September any date in October and attach PMDS calculator. When score rated 1 or 2 the supervisor must attach development plan, when score rated 3 is 100% of job, when rated 4 attach Portfolio of evidence (POE) per KRA	
6.	2nd Semester review for level 6-12 - signed progress review for standard validity 1 st October to 31 st March, any date in April and attach PMDS calculator. When score rated 1 or 2 the supervisor must attach development plan, when score rated 3 is 100% of job, when rated 4 attach Portfolio of evidence (POE) per KRA	
7.	Annual validity 1 st April – 31 st March period under review date, must be submitted at the same time with second semester review. Annual rating score must correspond with 2 nd semester review (E.g. if 2 nd review is rated 3 or 4 automatically Annual review will be same)	