

Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

HUMAN RESOURCE DEVELOPMENT

Physical Address: Steve Vukile Tshwete Education Complex, Zone 6, Zwelitsha,
Postal Address: Private Bag X 0032, Bhisho, 5605. REPUBLIC OF SOUTH AFRICA,
Website : www.ecdoe.gov.za Email: sonwabo.sandi@edu.ecprov.gov.za

Ref No. 8/2/6
Enquiries: MR SANDI

Tel No. 0406084734
Fax No. 0406084669

MEMORANDUM

TO : OFFICE OF THE MEC
OFFICE OF THE HOD
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL DIRSTRCIT DIRECTORS
ALL PMDS CO-ORDINATORS

CC : CES:HRD& LABOUR RELATION

FROM : ACTING DIRECTOR HRD

SUBJECT : SITTING OF MODERATION COMMITTEE FOR 2019/20 PERFORMANCE CYCLE

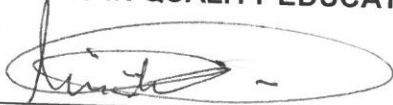
DATE : 21 SEPTEMBER 2020

1. Human resource development is in a process of paying all performance incentive for the following categories of employees:
 - Public Service Act Employees salary level 1-12
 - Office based educators
 - School based admin support staff
2. The PMDS policy dictates that employees who qualify for performance incentives are employee who are contracted and assessed on time
3. Before any performance bonus can be implemented the department is required to moderate all performance scores
4. The department has appointed moderation committees from all districts and head office
5. 22 September 2020 to 25 September 2020 has been declared as PMDS moderation week for districts
6. Each District Director is to ensure that PMDS scores are moderated and submitted to the Cluster Chief Director and Provincial HRD in order to prepare for provincial moderation committee

7. The Chief directorate in the head office is also required to moderate their performance score and submit to HRD no later than the 25 September 2020
8. The submission must be submitted together with the moderation form and minutes of the moderation committee signed by the relevant Chief Director

Your Co-operation in this regard will be highly appreciated.

YOURS IN QUALITY EDUCATION



L. SIDIYA:

ACTING DIRECTOR:HRD