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**OFFICE OF THE DIRECTOR-HUMAN RESOURCE AND DEVELOPMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: L SIDIYA Tel: 040 608 4353 . Fax :040 608 4690. Email: [lukhanyo.sidiya@ecdoe.gov.za](mailto:lukhanyo.sidiya@ecdoe.gov.za)  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**INTERNAL MEMORANDUM**

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

**FROM : ACTING DIRECTOR- HUMAN RESOURCE DEVELOPMENT**

**SUBJECT :REMINDER FOR SUBMISSION OF 1<sup>st</sup> SEMESTER REVIEWS FOR SALARY  
LEVEL 1-12 EMPLOYEES**

**DATE : 13 OCTOBER 2021**

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1. Kindly be reminded that 1<sup>st</sup> semester reviews for **2021/22** performance cycle are due for submission.
2. Submissions to PMDS office must be done per Chief Directorate/Directorate. Employees are requested to submit to their Section Heads. **No individual documents will be accepted by PMDs office.**
3. Reviews must be accompanied by a calculator and POE, should scoring be above 3.
4. Due date for submissions is **15 November 2021**, all employees are requested to adhere to submission date.

Yours in quality education



L SIDIYA  
ACTING DIRECTOR- HRD

13/10/2021

DATE