



OFFICE OF THE DIRECTOR-HRD

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INTERNAL MEMORANDUM

**TO : ALL DEPUTY DIRECTOR GENERALS
ALL CHIEF DIRECTORS
ALL DIRECTORS- HEAD OFFICE**

FROM : ACTING DIRECTOR-HRD

DATE : 16 MAY 2022

SUBJECT : NEW DATES FOR CONTRACTING SESSIONS

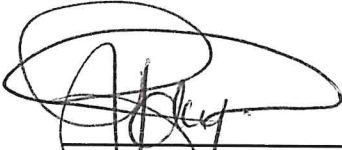
1. HRD Directorate through **PMDS** is inviting all Head Office employees to a **compulsory 2022/23** Contracting sessions.
2. On these sessions, the focus will be on alignment of Performance agreements to Chief Directorate plans and Strategic Objectives of the Department.
3. HRD requests Directorates to start preparing their **2022/23 Performance Contracts, for signing on the contracting day.** (bring hard copies)
4. Supervisors including Directors are expected to attend these sessions with their supervisees as signing will be done on the set dates below.
5. Signing of Performance Agreement by all employees is **compulsory**, therefore failure to contract before **31 May 2022** will be regarded as none compliance and consequence management will apply.
6. Contracting will be done per Branch as follows:-

BRANCH	VENUE	DATE & TIME
CFO Branch	Good News Christian Centre	23 May 2022 @09H00
Corporate Branch	Good News	24 May 2022 @09H00
Curriculum Branch	Good News	25 May 2022 @09H00
IOM Branch	Good News	26 May 2022 @ 09H00



7. Transport to the contracting venue has been arranged for 08h00

Yours in Education



L SIDIYA- ACTING DIRECTOR-HRD