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**HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

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**INTERNAL MEMORANDUM**

**TO** : **DISTRICT DIRECTORS**  
: **CIRCUIT MANAGERS**  
: **QMS CO-ORDINATORS**  
: **SCHOOL PRINCIPALS**

**FROM** : **ACTING CHIEF DIRECTOR- HRM&D**

**SUBJECT** : **FINAL REMINDER FOR SUBMISSION OF 2023 COMPOSITE SCORE SHEETS**

**DATE** : **05 FEBRUARY 2024**

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1. This serves to remind all District Directors, Circuit Managers, QMS Co-ordinators and School Principals about the submission of 2023 QMS documents.
2. The Quality Management System (QMS) is a performance management tool for School-Based Educators designed to measure their performance in line with their respective roles and responsibilities.
3. The 2023 Performance cycle started in January 2023, where all School Management Teams (SMTs) were expected to develop and sign their Workplans, conduct Midyear and Annual appraisals.
4. All Post level one (PL1) Educators were also expected to conduct mid-year and annual appraisals.
5. All individual composite score sheets (Annexures A2, B3, C3) and summative score sheets (Annexure E1) were due for submission before closure of schools in December 2023.
6. District QMS Coordinators were given an extension to **31<sup>st</sup> of January 2024** to ensure that schools finalise submission of 2023 scores.



7. As guided by the Collective Agreement No 2 of 2020, it is mandatory that all educators are evaluated for purposes of identifying needs for capacitation and good performance is rewarded, therefore All Educators are expected to have complied in 2023.
8. The month of **February 2024** has been set aside for all districts to do verification of submitted 2023 scores for accuracy and completeness , after which they will be captured on Persal by the first (1<sup>st</sup>) week of **March 2024**.
9. Schools are required to ensure that all scores are submitted before verification and capturing process is completed. **It should be noted that no submission of scores will be allowed after verification, only exceptional cases will be entertained (approved leaves).**
10. The Department is in the process of ensuring that there are no uncontrollable accruals and backlogs that may be a result of discrepancies made during submissions and capturing of scores.
11. Schools and Educators who miss the set timeframes will forfeit any performance incentive and will be held accountable for non-compliance.
12. District Directors, Circuit Managers, School principals, and QMS Coordinators are urged to ensure that all Educators have complied and submitted all the required documents.

Yours in quality education

**LSIDIYA**  
**A/CHIEF DIRECTOR - HRM&D**

06/02/2024

**DATE**