



OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT

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INTERNAL MEMORANDUM

**TO : ALL DEPUTY DIRECTOR GENERALS
ALL CHIEF DIRECTORS
ALL DISTRICT DIRECTORS
ALL STAFF- HO/DISTRICTS**

FROM : ACTING DIRECTOR- HRD

**SUBJECT : FINAL REMINDER FOR SUBMISSION OF 2023/24 ANNUAL REVIEWS AND
CONTRACTS FOR 2024/25 PERFORMANCE CYCLE**

DATE : 15 JUNE 2024

1. Department of Education manages performance of its employees (levels1-12) using Performance Management and Development Systems as per the approved and revised PMDS Policy.
2. Performance Management processes begin with development of quality Performance Agreements/ Workplans which should be signed in the beginning of a performance cycle, Assessment reviews are conducted half yearly.
3. It is compulsory for all employees to enter into agreement with their supervisors to enable them to consistently monitor and evaluate their performance.
4. The previous cycle **2023/24** ended on **31 March 2024**, all employees were expected to conduct second and annual assessments and submit to HRD by **30 April 2024**.
5. To date there are **139** Office Based Educators and **2046** Public Service Employees who failed to comply in the previous cycle. **1642** of these noncomplying employees are based in public and special schools.
6. All Employees who failed to submit Performance Agreements and Annual Reviews by **31 May 2024** will be disqualified from receiving any performance rewards and will be disciplined for policy noncompliance.

**FINAL REMINDER FOR SUBMISSION OF 2023/24 ANNUAL REVIEWS AND
CONTRACTS FOR 2024/25 PERFORMANCE CYCLE**



submitted and not submitted for **2023/24** by Office Based Educators

CATEGORY	DISTRICT	TARGET	2023-24 PERFORMANCE AGREEMENTS		ANNUAL ASSESSMENTS	
			SUBMITTED	NOT SUBMITTED	SUBMITTED	NOT SUBMITTED
OFFICE BASED EDUCATOR	ALFRED NZO EAST	49	45	4	43	6
	ALFRED NZO WEST	88	78	10	55	33
	AMATHOLE EAST	85	77	8	19	66
	AMATHOLE WEST	54	44	10	19	35
	BUFFALO CITY MUN	85	72	13	46	39
	CHRIS HANI EAST	80	69	11	33	47
	CHRIS HANI WEST	97	89	8	83	14
	HEAD OFFICE	120	101	19	37	83
	JOE GQABI	65	55	10	41	24
	NELSON MANDELA B	92	80	12	62	30
	O R COASTAL	99	81	18	67	32
	O R TAMBO INLAND	103	98	5	81	22
	SARAH BAARTMAN	67	56	11	28	39
TOTALS		1084	945	139	614	470

8. Below is the number of Performance Agreements and Annual Assessments submitted and not submitted for **2023/24** by Public Service Employees:-

CATEGORY	DISTRICT	TARGET	2023-24 PERFORMANCE AGREEMENTS		ANNUAL ASSESSMENTS	
			SUBMITTED	NOT SUBMITTED	SUBMITTED	NOT SUBMITTED
PUBLIC SERVICE EMPLOYEES	ALFRED NZO EAST	432	410	22	395	37
	ALFRED NZO WEST	650	548	102	477	173
	AMATHOLE EAST	579	313	266	138	441
	AMATHOLE WEST	438	363	75	206	232
	BUFFALO CITY MUN	960	589	371	288	672
	CHRIS HANI EAST	522	382	140	214	308
	CHRIS HANI WEST	701	510	191	374	327
	HEAD OFFICE	609	453	156	248	361
	JOE GQABI	434	347	87	276	158
	NELSON MANDELA B	798	559	239	440	358
	O R COASTAL	751	583	168	505	246
	O R TAMBO INLAND	955	851	104	711	244
	SARAH BAARTMAN	540	415	125	214	326
	TOTALS		8369	6323	2046	4486

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9. Assessment Reviews of Office Based Educators for both semesters are at **57%**, whilst for Public Service Employees are at **54%**

10. A list of all noncomplying employees will be shared with all affected Districts and Chief Directorates for consequence management.

11. As guided by the Incentive Policy Framework, HRD is in the process of analysing the performance of employees with the intention to implement pay progression to eligible employees.

12. District PMDS Coordinators are required to finalise capturing of all submitted documents by **26 June 2024**, a Persal report will be drawn by **28 June 2024**.

13. It should be noted that Performance Contracts for **2024/25 cycle were due on 31 May 2024**, therefore all Managers/Supervisors are required to ensure that all employees have contracted and submitted to HRD without fail.

N. MATIKA
ACTIING DIRECTOR- HRD

26/06/24
DATE