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**OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

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**MEMORANDUM**

**TO : ALL DDGS**  
**ALL CHIEF DIRECTORS**  
**ALL DISTRICT DIRECTORS**  
**ALL SCHOOL BASED EDUCATORS**  
**ALL TEACHER UNIONS**

**FROM : ACTING DIRECTOR – HRD**

**SUBJECT : UPDATE ON PAYMENT OF QMS FOR 2023 TO QUALIFYING**  
**SCHOOL BASED EDUCATORS**

**DATE : 16 AUGUST 2024**

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1. This Memo serves to provide an update on the implementation of 1.5 % Pay Progression for 2023/24 Performance Cycle to qualifying school-based Educators and Full Time Shopstewards.
2. School Based Educator's performance is assessed through Quality Management System (QMS).
3. All SMT Members were expected to sign Workplans in February 2023, conduct Midyear and Annual Appraisals together with all Educators.
4. Summative and annual scores were due for submission in December 2023, extension was given until end January 2024.
5. Verification and capturing of all submitted Annual scores was finalised on the 28 June 2024.
6. A list of all qualifying Educators was drawn and costed to determine financial implications on the 2<sup>nd</sup> week of July 2024.
7. Kindly be advised that Approval to implement 1.5 % pay progression to qualifying Educators has been granted by the Acting Head of Department.



8. The Department has submitted a request for an SCC registration to Provincial Treasury for a programmatic payment.
9. Payment will be done once SCC registration has been finalised and will be included on a Persal Run or a special run will be requested within August month.

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**N MATIKA**  
**ACTING DIRECTOR- HRD**