



OFFICE OF THE CHIEF DIRECTOR HRM&D

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**1. TO : DISTRICT DIRECTORS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS
THERAPISTS & PSYCHOLOGISTS(SCHOOL -BASED)
QMS COORDINATORS**

FROM : DIRECTOR HUMAN RESOURCE DEVELOPMENT(A)

**SUBJECT : REMINDER ON SUBMISSION OF ANNUAL APPRAISALS FOR
2024**

DATE : 11 NOVEMBER 2024

1. Quality Management System is a performance management tool designed to evaluate performance levels of individual educators to achieve high levels of performance.
2. QMS Cycle begins with signing of Workplans by SMT members in February, all Educators conduct self-appraisals, Lesson Observations, Post Appraisals for Mid-year evaluations between April and June and Annual Appraisal are conducted between October and December.
3. It is now towards the end of 2024 QMS cycle, annual appraisal process should have commenced from 1st October 2024 and should be finalised by 13th December 2024.
4. During this period, Principals and Circuit Managers as validators in the QMS Process must ensure that all other processes as outlined in bullet No 2 have been finalised before submission of Annual appraisals for 2024.
5. On submission, it should be noted that only **original documents** (completed excel scoresheets and summative of scores) signed off by school Principal or Circuit Manager will be accepted. **No hand written documents.**
6. For validation, all documents must be submitted to the QMS Coordinator's office and a submission form (obtainable in the QMS Office) must be filled and signed off.

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7. Summarised development needs should be reflected on summary annexure **E1**.
 8. To ensure that correct documents are submitted, there should be adherence to the checklist attached as Annexure A1 , It must submitted together with the QMS documents.
 9. All Schools are required to submit Annual Appraisal documents before the 13 December 2024.



N MATIKA
ACTING DIRECTOR-HRD