



OFFICE OF THE DIRECTOR- HUMAN RESOURCE DEVELOPMENT

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**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 2024/25 ANNUAL REVIEWS
AND PERFORMANCE CONTRACTS FOR 2025/26 CYCLE**

As we approach the end of May, please be reminded that the contracting phase for the 2025/2026 performance cycle is also drawing to a close. Kindly note that the **31 May 2025** will be the last day for submission of all outstanding PMDS documents.

It is compulsory for all employees to enter into agreement with their supervisors to enable them to consistently monitor and evaluate their performance.

The previous cycle **2024/25** ended on **31 March 2025**, all employees were expected to conduct second and annual assessments and submit to HRD by **30 April 2025**.

All Employees who failed to submit Performance Agreements and Annual Reviews by **31 May 2025** will be disqualified from receiving any performance rewards and will be charged for non compliance.

The Province will extract a PERSAL report on **15 Jun 2025** to assess the capturing status across Districts, and non-compliance letters will be issued where necessary.

**N MATIKA
ACTING DIRECTOR- HRD**