



OFFICE OF THE CHIEF DIRECTOR HRM&D

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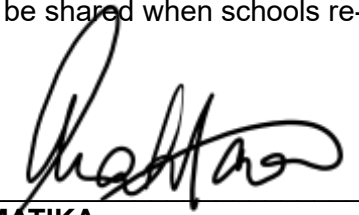
**TO : DISTRICT DIRECTORS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS
THERAPISTS & PSYCHOLOGISTS(SCHOOL -BASED)
QMS COORDINATORS**

FROM : DIRECTOR HUMAN RESOURCE DEVELOPMENT(A)

SUBJECT : REMINDER ON SUBMISSION OF MID YEAR APPRAISALS FOR 2025

DATE : 20 JUNE 2025

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 development and signing of Workplans by all SMT members at the beginning of the cycle (February).
3. All Educators are now reminded to finalise Mid-year appraisals before closure of schools, **27 June 2025**.
4. During this period, Principals and Circuit Managers as validators in the QMS Process must ensure that all other processes as outlined in CA No 2 of 2020 and 2022 have been followed as part of Mid-year appraisals.
5. All Schools will be required to submit reports on Mid-year appraisals conducted, via links that will be shared when schools re-open in July 2025.


N MATIKA
ACTING DIRECTOR-HRD