



OFFICE OF THE DIRECTOR-HRD

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INTERNAL MEMORANDUM

**TO : ALL HEAD OFFICE SENIOR MANAGERS
DISTRICT DIRECTORS
OFFICE BASED EMPLOYEES
OFFICE BASED EDUCATORS
ALL SCHOOL BASED EMPLOYEES (NON TEACHING)**

FROM : ACTING DIRECTOR HRD

DATE : 20 OCTOBER 2025

**SUBJECT: REMINDER FOR SUBMISSION OF 1ST SEMESTER REVIEWS FOR
2025/26 PERFORMANCE CYCLE BY NON SMS MEMBERS**

1. Performance Management & Development System is a continuous strategy that assists employees in achieving desired goals and objectives through the execution of clearly defined performance expectations agreed upon by the employer and the employee.
2. Performance Agreements are developed and submitted at the beginning of each cycle (April/May)
3. Assessment reviews are conducted in order to identify areas for improvement and development.
4. First semester reviews for **2025/26 cycle** (01 April -30 September 2025) are now due for submission. All managers/supervisors are required to ensure that assessment reviews are conducted and submitted to HRD by 31 **October 2025**.
5. It has been noted with great concern that there are employees who have not contracted for **2025/26**. It should be noted that it is compulsory for all employees to enter into agreement with their immediate supervisors at the beginning of each cycle .

NOT CONTRACTED FOR 2025/26			
DISTRICT	OFFICE BASED EDUCATORS	PUB SERV ACT	TOTALS
ALFRED NZO EAST	2	7	9
ALFRED NZO WEST	24	216	240
AMATHOLE EAST	15	304	319
AMATHOLE WEST	20	69	89
BUFFALOCITY MUNICIPALITY	24	391	415
CHRIS HANI EAST	7	133	140
CHRIS HANI WEST	21	270	291
HEAD OFFICE	33	188	228
JOE GQABI	18	147	165
NELSON MANDELA BAY	19	425	444
O R TAMBO COASTAL	23	243	266
O R TAMBO INLAND	13	195	209
SARAH BAARTMAN	11	249	260
TOTALS	230	2837	3075

It should be noted that out of the 230 Office Based Educators that did not contract, 25 are CESs and 10 are based at Head Office, whilst 15 are in the District Offices and in CMC offices.

Out of the 2837 non complying Public Service Act employees, 2200 are non teaching staff that are based in schools, 449 are in the district offices, whilst 188 are at head office.

- All Middle Managers as supervisors must manage performance in their sections/units as it is part of their KRAs.

7. Non submission of Performance Agreement is regarded as serious misconduct and consequence management will apply to both supervisor and supervisee.
8. All 1st semester reviews and outstanding contracts must be finalised and submitted before **14 November 2025. No Contracts will be captured beyond the due date.**



N MATIKA
A/DIRECTOR- HRD



DATE