

**HUMAN RESOURCE DEVELOPMENT – SKILLS DEVELOPMENT**

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**TO : CHIEF DIRECTOR – RESOURCING AND SCHOOL ADMINISTRATION  
ALL CLUSTER CHIEF DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL CES HRD & LABOUR  
ALL IQMS COORDINATORS  
ALL PMDS COORDINATORS  
ALL LABOUR UNIONS**

**FROM : ACTING DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

**SUBJECT : GUIDELINES FOR THE EFFECTIVE IMPLEMENTATION OF IQMS FOR  
ALL SCHOOL BASED EDUCATORS FOR 2020 ASSESSMENT YEAR**

**DATE : 24 JANUARY 2021**

1. The Eastern Cape Department of Education is in a process of implementing Performance Incentives for all school-based educators for the 2020 assessment year.
2. All districts are requested to embark on the capturing of IQMS scores on persal.
3. IQMS coordinators and school principals must ensure that all scores and documents are ready for HRD to capture on persal.
4. Districts are requested to ensure that all information for qualifying educators is captured on persal to ensure that all the incentives due to educators are paid on time as stipulated in the policy
5. No performance incentive backlogs will be accepted by the Department after payment of the IQMS.

6. District Directors are kindly requested to assist in ensuring that all qualifying educators are captured promptly so that all beneficiaries are paid on the set time frames.
7. The following table details the number of educators per district:

<b>NEW DISTRICT</b>	<b>PRINC</b>	<b>DEP PRINC</b>	<b>HOD</b>	<b>PL 1</b>	<b>Grand Total</b>
ALFRED NZO EAST	200	106	402	2352	<b>3060</b>
ALFRED NZO WEST	530	110	619	3621	<b>4880</b>
AMATHOLE EAST	603	83	514	3230	<b>4430</b>
AMATHOLE WEST	353	38	261	1825	<b>2477</b>
BUFFALO CITY MUNICIPALITY	382	191	657	4318	<b>5548</b>
CHRIS HANI EAST	432	72	414	2464	<b>3382</b>
CHRIS HANI WEST	359	96	411	2513	<b>3379</b>
JOE GQABI	275	78	346	2117	<b>2816</b>
NELSON MANDELA BAY	298	297	852	5179	<b>6626</b>
O R TAMBO COASTAL	575	237	967	5847	<b>7626</b>
O R TAMBO INLAND	535	150	716	4214	<b>5615</b>
SARAH BAARTMAN	192	96	337	2011	<b>2636</b>
<b>Grand Total</b>	<b>4734</b>	<b>1554</b>	<b>6496</b>	<b>39691</b>	<b>52475</b>

8. All districts are to finalize the capturing of IQMS scores on persal on or before **30<sup>th</sup> April 2021**.
9. After scores have been captured districts are to submit all documents to district HRA and Record Centre for safeguarding.

10. Districts without enough capacity to embark on the capturing of IQMS scores are requested to indicate through a signed submission by their respective District Directors to the Head Office.
11. Social partners are also required to assist in this process so that the Department can achieve its intended purpose efficiently. This exercise is done to ensure that all performance incentives that are due to employees are paid on time.

**Yours in Quality Education**



L. SIDIYA  
ACTING DIRECTOR – HRD