



HUMAN RESOURCE DEVELOPMENT

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**TO : ALL DISTRICT DIRECTORS
ALL CIRCUIT MANAGERS
ALL SCHOOL PRINCIPALS
ALL TEACHER UNIONS**

FROM : ACTING DIRECTOR: HUMAN RESOURCE DEVELOPMENT

**SUBJECT : REMINDER ON THE SUBMISSION OF QMS MID-YEAR APPRAISAL
ASSESSMENT**

DATE : 28 JUNE 2021

1. Quality Management System was developed as a method to streamline performance management system designed to measure the performance of educators in line with their respective roles and responsibilities.
2. A work plan was completed and signed by Principals with their immediate supervisors.
3. In accordance with the QMS policy appraisals must be conducted twice per annum that is Mid-year appraisal and Annual appraisal.
4. This Memo serves to remind all School Principals that all signed Mid-year appraisals are due on Friday 30 June 2021.
5. Principals are to ensure that all their Mid-year Appraisals assessment are satisfactory to all processes and are accompanied with evidence.

Yours in Quality Education

L. SIDIYA
ACTING DIRECTOR – HRD