



Province of the
EASTERN CAPE
EDUCATION

HUMAN RESOURCE DEVELOPMENT:

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
E-mail: lukhanyo.sidiya@edu.ecprov.gov.za / lcidia1986@gmail.com

Ref: No:

Tel: 040 – 608 4253

Enquiries: **Ms. L. Sidiya**

Fax: 040 – 608 4690

TO: OFFICE OF THE MEC
ALL DDG'S
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL EMPLOYEES

FROM : SUPERINTENDENT GENERAL

SUBJECT: GUIDELINES FOR EFFECTIVE IMPLEMENTATION OF PMDS AND IQMS
FOR ALL OFFICE BASED EMPLOYEES AND SCHOOL ADMIN CLERKS
WHO ARE APPOINTED BY THE EASTERN CAPE DEPARTMENT OF
EDUCATION FOR 2020-2021 PERFORMANCE YEAR UNDER THE THEME
"MAKING PERFORMANCE FASHIONABLE"

DATE: 22 JANUARY 2020

1. The Department has adopted a theme **"MAKING PERFORMANCE FASHIONABLE"** with the effect from 01 April 2020 with aim of ensuring that all employees understand the effective implementation of performance management system as means of recognizing, managing and rewarding performance in the Eastern Cape Department of Education.
2. This Memo serves as a guideline to outline the policy requirements with regards to implementation of Performance Management Development System for 2020-2021 financial year.
3. All employees who are appointed in terms of Public Service ACT 1994 , are required by law to enter into performance contracts every year. All performance contracts are to be submitted to HRD for validation and capturing on persal. This exercise is performed to ensure that the Department can account on each

individual activities and also analyses if those activities are inline with the strategic plan of the Department.

4. Performance Management: Allows the employees of the department to get better results from the Department by understanding and managing performance within an agreed framework of planned goals, objectives and standards. It will go a long way in enhancing the Department's performance by allowing a systematic approach of managing people, goals, measurement, feedback and recognition as a way of motivating employees to achieve their full potential in line with the Department's objectives. This will focus on:
 - Employees knowing what is expected of them;
 - Managers knowing whether the employee's performance is delivering the required objectives;
 - Poor performance being identified and improved; and
 - Good performance being recognised and rewarded.
5. As means of enforcing implementation of PMDS in the Department, HRD has requested through provincial treasury a special persal function that will assist monitoring adherence to contracting and assessments. The persal special function will operate as follows:

<u>Activity</u>	<u>Action Requested</u>
Contracting	
01 April – 30 May 2020	The policy requires all employees to sign contracts, performance agreements on the 1 April every performance year. The persal function will be open by the 1st April and close on the 30 May every year. Immediately after closure "NO CAPTURING OF PERFORMANCE AGREEMENTS WILL BE ALLOWED" .
Assessment	
30 September – 15 October	The system to automatically open to allow capturing of first semester Assessment. The system to open from the 30th September to the 15 of October every year.

	" NO ASSESSMENTS WILL BE CAPTURED AFTER THE DUE DATE"
31 March – 30 April	The system automatically opens for the capturing of second semester Assessments and Annual Assessments.

6. The theme "**Making Performance Fashionable**" will be advocated through an approved public implementation plan, that the Department will be advocating as from the 1 April 2020. The plan will be cascaded from the Head Office down to all districts of the Department.

7. Provincial Implementation Plan

Activity	Responsibility	Time frames	Venue
Phase 1 – Activities conducted in a public form			
Publicly Outlining of Performance Contract Targets	MEC and the Superintendent General	02 April 2020	Zwelitsha Head Office
Signing of Performance Contracts -	MEC and the Superintendent General	02 April 2020	Zwelitsha Head Office
Publicly Outlining of Performance Contract Targets	Superintendent General and DDG's	02 April 2020	Zwelitsha Head Office
Publicly Signing of Performance Contracts	Superintendent General and DDG's	02 April 2020	Zwelitsha Head Office
Publicly Outlining of Performance Contract Targets	Deputy Director Generals and Chief Directors	03 April 2020	Zwelitsha Head Office
Activity	Responsibility	Time frames	Venue
Publicly Signing of Performance Contracts	Deputy Director Generals and Chief Directors	03 April 2020	Zwelitsha Head Office
Publicly Outlining of Performance Contract Targets	Chief Directors and Directors	03 April 2020	Zwelitsha Head Office
Publicly Signing of Performance Contracts	Chief Directors and Directors	03 April 2020	Zwelitsha Head Office

<u>Activity</u>	<u>Responsibility</u>	<u>Time frames</u>	<u>Venue</u>
Phase 2 – This activity will be implemented at a Directorate level . Directorates are to arrange with HRD to give support to this exercise and ensure validity is perfectly done at a Directorate level. Each Directorate can set its own date or adhere to the dates that are set by HRD. A Separate Directorate Proposed Management Plan will sent to all Directorates but all dates to be from the 04 th April – 30 th April 2020.			
Outlining and Signing Performance Contracts	Directors and Deputy Directors	Any set dates from 04 th – 30 th April 2020.	Organised by the affected Directorate
Outlining and Signing Performance Contracts	Deputy Directors and Assistant Directors	Any set dates from 04 th – 30 th April 2020..	Organised by the affected Directorate
Outlining and Signing Performance Contracts	Assistant Directors and Senior Admin Officers	Any set dates from 04 th – 30 th April 2020.	Organised by the affected Directorate
Outlining and Signing Performance Contracts	Senior Admin Officers – Admin Officers, Admin Clerks, and Elementary Workers	Any set dates from 04 th – 30 th April 2020..	Organised by the affected Directorate

<u>Activity</u>	<u>Responsibility</u>	<u>Time frames</u>	<u>Venue</u>
Phase 3 – This activity will be implemented at a District level . District - HRD PMDS Coordinator to give support to this exercise and ensure validity is perfectly done at a District level. District can set its own dates for or adhere to the dates that are set by HRD. A Separate District Proposed Management Plan will be sent to all Districts , but all dates are to be from the 01 May April – 15 May 2020. The 15 remaining days from the 16 – 30 May will be for HRD at District level to capture the contracts on persal.			
Outlining and Signing of Performance Contracts	District Directors with all Deputy Directors	Any set Day from the 1 st May – 15 May 2020	Organised by the affected Directorate
Outlining and Signing of Performance Contracts	Deputy Directors and Assistant Directors	Any set Day from the 1 st May – 15 May 2020	Organised by the affected Directorate
Outlining and Signing of Performance Contracts	Assistant Directors and Senior Admin Officers	Any set Day from the 1 st May – 15 May 2020	Organised by the affected Directorate
Outlining and Signing of Performance Contracts	Senior Admin Officers – Admin Officers, Admin Clerks, and Elementary Workers	Any set Day from the 1 st May – 15 May 2020	Organised by the affected Directorate

<u>Activity</u>	<u>Responsibility</u>	<u>Time frames</u>	<u>Venue</u>
Phase 4 – This activity will be implemented at a District level. District HRD- PMDS coordinator to ensure that all School Admin Clerks submit complete performance contracts. Submission from schools to start as from the 1 st – 15 May 2020. The 15 remaining days from the 16 – 30 May will be for HRD at District level to capture the contracts on persal.			
Outlining and Signing Performance Contracts	District Directors with all Deputy Directors	Any set date from the 1 st – 15 May 2020	Organised by the affected Directorate
Outlining and Signing Performance Contracts	Deputy Directors and Assistant Directors	Any set date from the 1 st – 15 May 2020	Organised by the affected Directorate
Outlining and Signing Performance Contracts	Assistant Directors and Senior Admin Officers	Any set date from the 1 st – 15 May 2020	Organised by the affected Directorate
Outlining and Signing Performance Contracts	Senior Admin Officers – Admin Officers, Admin Clerks, and Elementary Workers	Any set date from the 1 st – 15 May 2020	Organised by the affected Directorate

8. When managing performance in a coordinated manner, the Department will be able to detect threats to under or nonperformance and be able to respond promptly likewise the Department will be able to see success and reward it.
9. When adhering to this memo the Department will be able to effectively implement PMDS and reduce omissions that are a result of noncompliance and yield the desired results that this tool is intended for.
10. All employees are required to use correct contracting and assessment templates as per the revised PMDS policy. (the templates will be emailed to all employees or may be collected in HRD offices throughout the Province).



T.S KOJANA
SUPERINTENDENT GENERAL

22/01/2020
DATE