



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: L. Sidiya. Tel: 040 608 4753 . Fax :040 608 4690. Email: lukhanyo.sidiya@ecdoe.gov.za
Website: www.ecdoe.gov.za

TO: OFFICE OF THE HONOURABLE MEC
ALL DDG'S
CHIEF FINANCIAL OFFICER
ALL CHIEF DIRECTORS
ALL DIRECTORS
ALL OFFICE BASED EMPLOYEES

FROM: ACTING HEAD OF DEPARTMENT

SUBJECT: INVITATION TO PERFORMANCE MANAGEMENT DEVELOPMENT
SYSTEM SEMESTER REVIEWS AND ACCOUNTABILITY SESSIONS

DATE: 31 AUGUST 2022

1. Performance Management Development System (PMDS) is a continuous strategy that assist employees in achieving desired goals and objectives through the execution of clearly defined performance expectations agreed upon by the employer and the employee.
2. PMDS provide a communication strategy between employees and the employer that supports on-going feedback and two-way communication about job performance, with the goal of helping employees to perform at the highest standards.
3. The performance management cycle follows three phases which are planning and contracting, performance review and annual performance assessment.
4. Performance review are conducted per semester that is end of September and end of March of every performance cycle.
5. HRD is requesting all branches to prepare for the first semester performance review which will take place in October 2022.
6. Each employee performance contract will be reviewed with the supervisor against set targets during contracting.
7. The management plan for the scheduled first semester performance review is as follows:



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ACTIVITY	RESPONSIBILITY	VENUE	DATE
Performance Review of the HOD	Officer of the MEC	Mandla Makupula Education Institute	17 October 2022
Performance review of all DDG's and CFO Members	HOD		
Performance review of all Chief Directors and Cluster Chief Directors	All DDG's		
Performance review of all Directors and District Directors	All Chief Directors All Cluster Chief Directors		
Performance Review of all Curriculum Branch Officials	All Curriculum Branch Managers	Good news Christian Centre	25 October 2022
Performance Review of all CFO' Branch Officials	All CFO's Branch Managers	Good news Christian Centre	26 October 2022
Performance Review of all Corporate Management Officials	All Corporate services Branch Managers	Good news Christian Centre	27 October 2022
Performance Review of all IOM Branch Officials	All IOM Branch Managers	Good news Christian Centre	28 October 2022
Performance Review of all HOD support staff officials	All HOD support staff Managers	Good news Christian Centre	28 October 2022

8. Branch heads, chief directors and directors are requested to submit their performance reviews on or before the 21st October 2022 to HRD in preparation for their branch performance review and accountability session.
9. All supervisors are to facilitate performance reviews of all their staff.

Yours in Quality Education

.....*M. Qwase*.....

M. QWASE
ACTING HEAD OF DEPARTMENT

02 September 2022