



DIRECTORATE: HUMAN RESOURCE DEVELOPMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Website: www.eceducation.gov.za **Enquiries: I. Sidiya Email Address:** Lukhanyo.Sidiya@ecdoe.gov.za

Tel +27 (0)40 608 4753

MEMORANDUM

TO : CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
CES: MANAGEMENT & GOVERNANCE / CMC HEAD
CES HRD&LABOUR
: QMS COORDINATORS
: CIRCUIT MANAGERS
: PRINCIPALS

FROM : ACTING DIRECTOR: HRD

SUBJECT : QUALITY MANAGEMENT SYSTEM (QMS) 2022 APPRAISALS
(MID & ANNUAL) & 2023 READINESS

DATE : 04 NOVEMBER 2022

1. The purpose of this memo is to remind all officials that there are two appraisals for school-based educators (mid-year & annual).
2. According to Collective Agreement No. 2 of 2020, mid-year appraisal is due by the 30th of June and annual appraisal on the last day of the last term.
3. All school principals are responsible for the implementation of QMS in their schools.
4. Circuit Managers need to verify and sign all the QMS documents submitted by the school principals, and avail these documents to the district QMS coordinators.



5. District QMS Coordinators must also verify the documents for capturing by the district and/or the Head Office.
6. Submission date for annual appraisal for school-based educators is 14 December 2022.
7. SMT members are required to develop their work plans with their supervisors and submit them by the 31st of January 2023.
8. Schools are also urged to draw their QMS Management Plans for 2023 academic year.
9. For further information on the above matter, please contact the Provincial QMS Coordinators as follows:

- Ms Bulelwa Lindani: 082 7210 128
Bulelwa.Lindani@ecdoe.gov.za
- Mrs Natalie Osteridge: 060 4360 020
Natalie.Osteridge@ecdoe.gov.za
- Dr N Mawisa: 060 530 5440 nompumelelomawisa@gmail.com

Yours in Education

L. SIDIYA (Ms)
A/DIRECTOR (HRD)

04/11/2022

Date