



OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT

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

Enquiries: **L SIDIYA** Tel: 040 608 4353 . Fax :040 6

08 4690. Email: lukhanyo.sidiya@ecdoe.gov.za

Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

**TO : ALL DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS HEAD OFFICE
DISTRICT DIRECTORS**

FROM : ACTING DIRECTOR- HUMAN RESOURCE DEVELOPMENT

**SUBJECT : REMINDER FOR SUBMISSION OF 2ND SEMSESTER REVIEWS AND 2023/24
PERFORMANCE AGREEMENTS BY NON-SMS MEMBERS**

DATE : 17 APRIL 2023

1. PMDS is a tool to manage the Performance and Development of employees, therefore Managers/Supervisors are required to ensure that all employees are contracting in their Directorates/Sections with Performance Contracts that must be aligned to the Strategic Objectives of the Department.
2. The current Performance Cycle **2022/23** ended on the 31 March 2023. Employees should start submitting their Second Semester Reviews which cover October 2022 - 31 March 2023 and Annual Assessments (01 April 2022-31 March 2023).
3. Whilst submission of 2nd Semester reviews and annual assessments is done, Performance Agreements/ Contracts for **2023/24** Performance Cycle must be submitted as well.
4. All employees must submit their 2nd semester reviews, Annual Assessments together with calculators without fail. Directorates are required to submit all their Contracts and reviews; **no** individual documents will be accepted.
5. **Submission due date for reviews is 30 April 2023 and 31 May 2023 for Contracts.**

Yours in quality education

**L SIDIYA
ACTING DIRECTOR- HRD**

**17/04/2023
DATE**