



OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT

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INTERNAL MEMORANDUM

**TO : ALL DEPUTY DIRECTOR GENERALS
ALL CHIEF DIRECTORS
ALL DISTRICT DIRECTORS
ALL OFFICE BASED EMPLOYEES
ALL LABOUR UNIONS**

FROM : DIRECTOR- HUMAN RESOURCE DEVELOPMENT

**SUBJECT : FINAL REMINDER FOR SUBMISSION OF SEMSESTER REVIEWS AND
2023/24 PERFORMANCE AGREEMENTS**

DATE : 17 MAY 2023

1. Performance Management is an ongoing annual process which begins with development of Performance Agreements and quality Workplans with an aim to strengthen accountability.
2. This serves memo as a **FINAL REMINDER** for all Employees to submit their Second Semester Reviews which cover October 2022 - 31 March 2023 and Annual Assessments (01 April 2022-31 March 2023).
3. Performance Agreements for **2023/24** are also due for submission on the **31 May 2023. NO Agreements will be accepted during 1st semester review submissions in October 2023.**
4. All outstanding documents must be submitted without fail by 31 May 2023. **Employees who submit after the due date will forfeit performance incentive, as Persal report will drawn immediately after the closing date.**
5. A valid contract must have Workplan, Personal Developmental Plan (PDP), must be accompanied by a Job description and must be signed by both parties with same dates. **Please ensure to use correct templates (attached)**
6. **For all reviews, please attach a calculator for each semester and must be signed**

Yours in quality education

L SIDIYA
DIRECTOR- HRD

17/05/2023

DATE