



**OFFICE OF THE DIRECTOR- HUMAN RESOURCE DEVELOPMENT**

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**TO : ALL DEPUTY DIRECTOR GENERALS  
ALL CHIEF DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL STAFF- HO/DISTRICTS**

**FROM : ACTING DIRECTOR- HRD**

**SUBJECT : FINAL REMINDER FOR SUBMISSION OF 2025/26 ASSESSMENT  
REVIEWS AND PERFORMANCE CONTRACTS FOR 2026/27 CYCLE**

1. As we approach the end of May, please be reminded that the contracting phase for the 2026/2027 performance cycle is also drawing to a close. Please note that the **29 May 2026** will be the last day for submission of all outstanding PMDS documents.
2. It is compulsory for all employees to enter into agreement with their supervisors using correct templates.: -
  - Standard framework for SL 1-5
  - Workplan agreement for SL 6-12
  - Annexure A for Office Based Educators
3. Key Result Areas (KRAs) must follow the SMART principle and must be aligned to Directorate/Chief Directorate strategic objectives and targets as outlined in the Annual Operational Plan (AOP)
4. In an effort to strengthen the quality of performance agreements, KRAs for Office Based Educators have been streamlined and packaged into six (06) using the Job Descriptions as outlined in **CA No 4 of 2017** (refer to attachments)
5. All Employees are reminded to submit Performance Agreements, 2<sup>nd</sup> semester and Annual assessments by **29 May 2026**.
6. The Province will draw a PERSAL report weekly to assess the compliance status across Districts.

**Yours in education services**

**N MATIKA  
ACTING DIRECTOR- HRD**

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