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## CIRCULAR 03 OF 2024

**TO:** OFFICE OF THE HON. MEC  
HODs OFFICE  
DDG: DEVELOPMENTAL SOCIAL SERVICES  
CHIEF FINANCIAL OFFICER  
CHIEF DIRECTORS  
DIRECTORS & DISTRICT DIRECTORS  
LABOUR UNIONS  
ALL EMPLOYEES

### **DEVELOPMENT, ALIGNMENT, SUBMISSION AND CAPTURING OF PERFORMANCE AGREEMENTS FOR 2024/25 PMDS CYCLE**

1. The purpose of this Memorandum is to advise all departmental staff, supervisors and line managers/supervisors to develop and align their Performance Agreements with Operational Plans/Annual Performance Plans for subsequent submission to PMDS Unit.
2. The Performance Management and Development System for HODs, DDGs, SMS Members is guided by the Public Service Act, 1994, regulation 88 of the Public Service Regulation, 2016 and Members of staff other than SMS are guided by regulation 72(1) of Public Service Regulation, 2016.
3. The Development of Performance Agreement is strategically aligned or drawn from the Strategic Plan, Annual Performance Plan and Operational Plan. On an annual basis the central standard operating procedure of Performance Management and Development System is to ensure that there is an alignment with the Annual Performance Plan and/ or Operational Plan when developing a Performance Agreement.
4. The Performance Output must be consistent, specific, measurable, attainable, relevant and timebound including target, quantity, quality and area with the strategic documents of the department.
5. Furthermore, SMS Members must ensure that the prescribed Departmental KRAs with its activities as communicated in the last performance cycle remain the same in their PAs and must not be customized.
6. Officials appointed on Contract basis and Interns must be subjected in signing the Performance Agreement, Capturing and subsequent assessments within the performance cycle (01 April 2024– 31 March 2025).
7. This alignment of Performance Agreements of all staff members to the Operational plan / Annual Performance Plans as well as to take into consideration the DPSA directives is strengthened in ensuring objective performance assessments outcomes and must be submitted on or before **15 April 2024**.

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8. **Managers and Supervisors are urged to take necessary precautionary measures when dealing with the contents of the Performance Agreements to minimize grievances in the reviewal of Assessments for the performance cycle of 2024/25.**
9. The DPSA has mandated all Provincial Departments to ensure that all Performance Agreement information for SMS members and/ or Workplan for non-SMS employees must be captured on the system **on or before 30 June** before DPSA draw report on 01 July of each performance cycle
10. As per the PMDS Policy and DPSA Directive, all employees who fail to complete a signed Performance / Workplan Agreement and be captured on PERSAL by **30 June** each performance cycle will be disqualified from receiving any performance incentives and disciplinary steps will be taken against official responsible for policy non-compliance.
11. All HR Practitioners at District and Provincial Offices must ensure that all Performance Agreements are captured on PERSAL on/ or before **31 May 2024**.
12. Finally, respective Heads of Programmes, District Directors and or relevant Managers are required to write a covering Memorandum with all officials in their respective Units and submit to HR offices in their Districts and Provincial Office for mandatory capturing. Furthermore, HR personnel must record all incoming and outgoing correspondence in this regard.

Departmental officials are obligated to adhere to the set deadlines in this communique in order to ensure effective implementation of Performance Management and Development System.

  
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**MR M MACHEMBA**  
**HEAD OF DEPARTMENT**

15/03/2024  
**DATE**

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