

PERFORMANCE REPORTS SUBMISSION SCHEDULE

2024/25 FINANCIAL YEAR

INTRODUCTION

In accordance with **Section 38 of PFMA, National Treasury Performance Information Handbook (April 2011)**, and **Guidelines for Provincial Quarterly Performance Reporting (April 2023)**, the following is the Performance Reporting Schedule for the financial year 2023/24.

All Performance Reports and Portfolio of Evidence from Local Service Office, District Office and Provincial Office must be submitted to the next level in compliance with the following M&E Standards:

STANDARDS	MEASUREMENT
ACCURACY AND COMPLETENESS	These standard measures whether the information have been populated in accordance with the approved Standardised data collection tools per indicator and activity.
DATA QUALITY ASSURANCE	These standard measures completeness and integrity of the information and whether it has been reviewed and signed by the relevant officials (Certification Letters) across all levels of the Department.
RELIABILITY AND VALIDITY	These standard measures the degree to which the information can be tested as a true reflection of performance and in line with the reporting period.
CORROBORATIVE EVIDENCE	Corroborative evidence is Portfolio of Evidence that support variance explanations stated in the performance reports in the event of over / under performance.
ALIGNMENT	These Standard measures alignment of reported information to the Primary Source Data that is kept at the Service office level, Approved Annual Performance Plan Performance Indicators and Operational Plan Monthly Activities across all levels of the Department.
NARRATIVE ACHIEVEMENTS	Narrative achievements are data that must include the following elements: I. Quantitative and qualitative information on implemented Programmes or interventions II. Immediate results of each intervention and Programme implemented III. Expected Benefits of Reported Performance linked to National Priorities IV. Where were the interventions implemented (geographic location namely, district municipality or local municipality including relevant specific wards from the relevant 39 poorest wards of the province as per the Provincial Development Plan) V. Who are the beneficiaries? (Disaggregate beneficiaries by gender, women, youth, children, people with disabilities)
RECOVERY PLANS	These standard measures development and monitoring of Recovery plans for all areas of underperformances at all levels (NPO, Service Office, Area Office, District and Provincial Offices).
ACCESSIBILITY	These standard measures the ease with which information can be retrieved and Departmental performance information filing standards must be adhered to.

MONTHLY PERFORMANCE REPORTING SCHEDULE

MONTH OF REPORTING	LOCAL SERVICE OFFICE TO DISTRICT OFFICE	DISTRICT OFFICE TO PROVINCIAL OFFICE (PROGRAMMES)	PROVINCIAL OFFICE (PROGRAMMES) TO M&E UNIT	M&E UNIT TO HOD	HOD TO MEC	MEC TO OVERSIGHT BODIES
April	30 April 2024	06 May 2024	10 May 2024	24 May 2024	28 May 2024	31 May 2024
May	31 May 2024	05 June 2024	10 June 2024	21 June 2024	25 June 2024	28 June 2024
June	28 June 2024	05 July 2024	10 July 2024	25 July 2024	29 July 2024	31 July 2024
July	31 July 2024	05 August 2024	12 August 2024	23 August 2024	28 August 2024	30 August 2024
August	30 August 2024	06 September 2024	10 September 2024	25 September 2024	27 September 2024	30 September 2024
September	30 September 2024	04 October 2024	10 October 2024	25 October 2024	29 October 2024	31 October 2024
October	31 October 2024	05 November 2024	11 November 2024	25 November 2024	27 November 2024	29 November 2024
November	29 November 2024	05 December 2024	10 December 2024	23 December 2024	27 December 2024	30 December 2024
December	30 December 2024	06 January 2025	10 January 2025	24 January 2025	29 January 2025	31 January 2025
January	31 January 2025	05 February 2025	10 February 2025	24 February 2025	26 February 2025	28 February 2025
February	28 February 2025	05 March 2025	10 March 2025	25 March 2025	28 March 2025	31 March 2025
March	31 March 2025	04 April 2025	10 April 2025	25 April 2025	29 April 2025	30 April 2025

QUARTERLY PERFORMANCE REPORTING SCHEDULE

PERIOD OF REPORTING	LOCAL SERVICE OFFICE TO DISTRICT OFFICE	DISTRICT OFFICE TO PROVINCIAL OFFICE	PROVINCIAL OFFICE TO M & E UNIT	M & E UNIT TO INTERNAL AUDIT	INTERNAL AUDIT TO M&E UNIT	M & E UNIT TO HOD	HOD TO MEC	MEC TO OVERSIGHT BODIES
Quarter 1	28 June 2024	05 July 2024	10 July 2024	19 July 2024	24 July 2024	26 July 2024	29 July 2024	31 July 2024
Quarter 2	30 September 2024	04 October 2024	10 October 2024	18 October 2024	23 October 2024	25 October 2024	29 October 2024	31 October 2024
Quarter 3	30 December 2024	06 January 2025	10 January 2025	20 January 2025	24 January 2025	27 January 2025	29 January 2025	31 January 2025
Quarter 4	31 March 2025	04 April 2025	10 April 2025	17 April 2025	23 April 2025	25 April 2025	29 April 2025	30 April 2025

QUARTERLY PERFORMANCE REVIEWS SCHEDULE

QUARTERLY PERFORMANCE REVIEWS					
QUARTER	PERIOD	DISTRICT REVIEWS	PROGRAMME REVIEWS	ISS REVIEWS & DDG REVIEWS	HOD REVIEWS
Quarter 1	01 April -30 June	04 July 2024	08 July 2024	22 July 2024	25 July 2024
Quarter 2	01 July – 30 September	03 October 2024	09 October 2024	22 October 2024	24 October 2024
Quarter 3	01 October – 31 December	03 January 2025	09 January 2025	22 January 2025	24 January 2025
Quarter 4	01 January – 31 March	03 April 2025	08 April 2025	22 April 2025	24 April 2025

If you do not measure results, you cannot tell success from failure. If you cannot see success, you cannot reward it. If you cannot reward success, you are probably rewarding failure. If you cannot see success, you cannot learn from it. If you cannot recognise failure, you cannot correct it. If you can demonstrate results, you can win public support (Adapted from Osborne and Gaebler, 1992, Reinventing Government)

APPROVED BY

 HEAD OF DEPARTMENT
 SIGNATURE

DATE 09/04/2024

