



Reference: 20190314-2840
File no.: 3/3/3/1/1
Enquiries: Call Centre

Strategic People Management Minute: 0003/2019

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: Curriculum Support in districts, Heads: Learner Support in districts, Principals and all public service staff

Subject: Staff Performance Management and Development System 2019/20

1. Strategic People Management Minute 0002/2018, dated 07 March 2018, which relates to the Determination and Directive on the Performance Management and Development System for public service employees on salary level 1 to 12 other than members of the Senior Management Service, refers.
2. The Chief Directorate: People Management Practices indicated during its annual roadshow in 2018 that it intends to introduce an electronic performance management system for support staff at schools.
3. The Western Cape Education Department (WCED) is now pleased to announce that it will initiate a pilot project that will include two education districts, namely Metro South and Cape Winelands. The pilot project will compile performance agreements for all administrative clerks at schools on the provincial Performance Management Information System (Version 4), (PERMIS V4) for the 2019/20 performance cycle.
4. PERMIS for school-based employees will be implemented in two phases over the next two years because of the magnitude of the employees to be included and the support to be provided to employees.
5. The first phase will include salary level 5 and 6, i.e. administrative clerks in the identified districts, and the second phase will include all employees on salary level 2 to 4.
6. Training will be coordinated by the respective district offices with the assistance of Head Office. Training material will also be provided in a digital format for which further advocacy will be done on the People Management Practices System (PMPS).

7. Principals must encourage and ensure that all public service employees attend these scheduled training sessions.
8. PERMIS is accessible on the Internet via the following link:
<https://permis.westerncape.gov.za/permisp/permis.login>.
9. With the 2018/19 cycle coming to an end, the following important dates for the current and next cycle, 2019/20, are provided in the two tables below, i.e. performance management dates for office-based staff and performance management dates for institution-based staff.
10. Important performance management dates for office-based public service staff (salary level 1 to 12) are as follows:

Activity	Due dates
Opening of PERMIS V4 for the completion of the 2019/20 performance agreements and the 2018/19 annual assessments for all employees	01 March to 15 May 2019
Signing off of the 2018/19 annual assessments on PERMIS V4	18 April 2019
Submission to the Directorate: Strategic People Management of hard copies of the 2018/19 annual assessments for all employees	26 April 2019
Finalisation of performance moderation 2018/19 by Intermediate Review Committees for salary level 1 to 12	02 to 24 May 2019
Signing off of the 2019/20 performance agreements on PERMIS V4	15 May 2019
Conclude six-monthly reviews	23 October 2019
Conclude final assessments and scores	17 April 2020

11. Important dates for institution-based public service staff:

Activity	Due date
Compilation of the 2019/20 performance agreements	To be finalised by 10 May 2019
Submission to district offices of annual assessments for the 2018/19 cycle	18 April 2019
Submission to district office of 2019/20 Performance Agreements Certificates	17 May 2019
Conclude six-monthly reviews and submit certificates to district offices	27 September 2019
Conclude final assessments and scores	17 April 2020

12. It is important that the due dates in the Staff Performance Management and Development System (SPMDS) calendar and planning calendar as per paragraphs 9 and 10 are adhered to, especially the dates when the performance agreements and six-monthly reviews must be submitted. Employees will not benefit from receiving performance incentives should the documents not be submitted on time.
13. Kindly bring the contents of this minute to the attention of all employees under your supervision.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2019-03-28