

File no.: 3/3/1/1/1
Reference: 20230317-2663

Strategic People Management Minute: 0006/2023

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Principals, Chief Education Specialists, Deputy Chief Education Specialists, Public Service Staff and Educators

Subject: Distribution of the People Management Practices System (PMPS) application form

1. The PMPS application form has been amended and updated to inform users regarding the use of their personal information in terms of the provisions of the Protection of Personal Information Act, 2013 (Act 4 of 2013).
2. The Directorate: Financial Accounting is responsible for the registration of Pay Masters.
3. The application form also allows for the registration of Pay Masters. Provision has been made to update the contact details of the unit responsible for registering new Pay Masters or updating the details of current Pay Masters. Enquiries regarding Pay Masters, salaries and payslips can be directed to WCED.Payslips@westerncape.gov.za.
4. All applications must be completed in full and emailed to the PMPS helpdesk at PMPS.PMPS@westerncape.gov.za. No unsigned or incomplete applications will be accepted.
5. The application form is also available to download from the PMPS login screen.
6. Staff at Head Office, district offices and schools are requested to use the new application form with effect from 01 April 2023.
7. Kindly bring the contents of this minute to the attention of all staff under your supervision.

SIGNED: LJ ELY
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES
DATE: 2023-04-04