TO: Head Office Managers  
Office Based Educators (Head Office)

SUBJECT: REMINDER TO SUBMIT PERFORMANCE PMDS FOR 2013/14  
ASSESSMENT CYCLE FOR ALL OFFICE BASED EDUCATORS  
STATIONED IN HEAD OFFICE

1. Please kindly regard this letter as a reminder for the submission of PMDS  
for the assessment year mentioned above.

2. Managers are reminded to finalise the assessment of all Office Based Educators  
falling under their jurisdiction as failure to do this will result in Office Based Educators  
forfeiting the benefits of performance incentives for the period 2013/14.

3. If there are appraisals still in your possession, kindly forward them to Room 204 NED  
Building for the attention of Mr. S Zondo before the 29th of August 2014.

4. Thanking you for your cooperation

MR GN NGCOBO  
(A) SGM: CORPORATE MANAGEMENT

26/08/2014