



**TO: DEPUTY DIRECTORS- GENERAL  
CHIEF DIRECTORS AND DIRECTORS  
DISTRICT DIRECTORS  
CES: CIRCUIT MANAGEMENT  
CIRCUIT MANAGERS  
ALL OFFICE BASED EDUCATORS**

**HRM CIRCULAR NO. 36 OF 2022**

**SUBMISSION OF MID YEAR PERFORMANCE REVIEWS FOR THE PERIOD 1 APRIL 2022 TO 30 SEPTEMBER 2022 IN RESPECT OF OFFICE BASED EDUCATORS**

1. In terms of the Education Management Service (EMS): Performance Management and Development System (PMDS) Collective Agreement No.3 of 2017, all office based educators employed in terms of the Employment of Educators Act No.76 of 1998, as amended, are required to be assessed and appraised twice each and every year of the Performance Assessment Cycle.
2. All Office Based Educators are required to conduct Mid Year performance reviews which cover the performance period from **01 April 2022 to 30 September 2022**. This will contribute to a consistent and fair performance management and assessment process, thus ensuring that the standards across their responsibility areas are met and maintained. Office Based Educators who are working in District Offices must submit their mid year appraisal instrument to the relevant Performance Management Components within their Districts. Office Based Educators who are stationed at Head Office must submit their Mid Year appraisal instrument to the Directorate: Performance Management, Head Office, for the attention of **Mr SI Naik, Office No. 120, 1<sup>st</sup> floor, Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg**.
3. Should office based educators fail to submit their Mid-Year reviews without showing any good cause, it will result in non- payment of performance incentives and consequently appropriate disciplinary action would be instituted against them and or their supervisors.
4. The attached Annexure E should be utilized for the submission of the Mid Year appraisals by all office based educators
5. Supervisors of office based educators are to ensure that the Mid Year Performance reviews in respect of all office based educators within their Districts/Directorates are timeously completed and submitted by no later than **28 October 2022**.
6. Kindly ensure that the contents of this Circular is brought to the attention of all Office Based Educators in the Department.

**MR GN NGCOBO  
HEAD OF DEPARTMENT: KZN EDUCATION**

DATE 21/9/22