



**KWAZULU-NATAL PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE HEAD OF DEPARTMENT**

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Directorate: Performance Management

Ref: QMS/3/24

**TO: DEPUTY DIRECTORS GENERAL  
CHIEF DIRECTORS AND DIRECTORS  
DISTRICT DIRECTORS  
CES: CIRCUIT MANAGEMENT  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS**

**HRM CIRCULAR NO. 8 OF 2024**

**UPLOADING OF THE QUALITY MANAGEMENT SYSTEM (QMS) WORKPLANS ON THE DEPARTMENT OF BASIC EDUCATION'S (DBE) GOOGLE DRIVE DASHBOARD.**

1. In accordance with the QMS management plan, all members of the School Management Teams are required to agree and sign workplans at the beginning of each performance assessment cycle. Copies of the workplans are to be submitted to the District Office with originals filed at the school by end of February, which was the 28<sup>th</sup> of February 2024 for this performance cycle, and loaded on the DBE Google drive dashboard, respectively.
2. In this regard each **Principal** is reminded to upload the **signed** workplan (Annexure D1) on the Google drive Dashboard, using the link below, as part of the Department of Basic Education monitoring of Collective agreement No. 2 of 2020 on Quality Management System (QMS) by no later than **12 April 2024**.

<https://forms.gle/yfcFbHcikdyXXCyu9>

3. Kindly ensure that the content of this circular is brought to the attention of all District Directors, Circuit Managers, and all Principals of schools.

**MR GN NGCOBO**  
**HEAD OF DEPARTMENT**  
**KZN EDUCATION**  
DATE:03/04/2024