



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, PIETERMARITZBURG, 3200

Performance Management

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Ref: 4/3/P

ENQUIRIES: MR AB ZWANE

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

HRM CIRCULAR NO. 36 OF 2025

SUBMISSION OF MID YEAR PERFORMANCE REVIEWS FOR THE PERIOD 1 APRIL 2025 TO 30 SEPTEMBER 2025 IN RESPECT OF ALL OFFICE BASED EDUCATORS

1. In accordance with the Education Management Service (EMS): Performance Management and Development System (PMDS) Collective Agreement No. 3 of 2017, all Office-Based Educators employed under the Employment of Educators Act No. 76 of 1998, as amended, are required to undergo performance assessments twice annually within each performance cycle. As part of this process, Office-Based Educators must complete a Mid-Year Performance Review for the period **01 April 2025 to 30 September 2025**. This review is essential to ensure consistency, fairness, and alignment with performance standards across all areas of responsibility.
2. Office-Based Educators stationed at District Offices are required to submit their completed Mid-Year appraisal instruments to the Performance Management Component within their respective Districts. Those based at Head Office must submit their instruments to the Directorate: Performance Management, for the attention of **Mr. S.I. Naik, Office No. 120, 1st Floor, Ex-NED Building, 228 Pietermaritz Street, Pietermaritzburg**. All submissions must be made using the prescribed Annexure E, which is attached to this circular.
3. Failure to submit the Mid-Year Performance Review without valid justification will result in the non-payment of performance incentives and may lead to disciplinary action against the educator and/or their supervisor.
4. Supervisors are therefore expected to ensure that all Mid-Year Performance Reviews within their Districts or Directorates are completed accurately and submitted no later than **15 October 2025**.
5. All managers and supervisors are requested to ensure that the contents of this circular are communicated to all Office-Based Educators within the Department.

MR GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION

DATE 10/10/25