



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

HRM CIRCULAR NO. 09 OF 2026

**THE COMPLETION AND SUBMISSION OF ANNUAL PERFORMANCE APPRAISALS FOR
THE 1 APRIL 2025 TO 31 MARCH 2026 ASSESSMENT CYCLE AND PERFORMANCE
AGREEMENTS FOR THE 1 APRIL 2026 TO 31 MARCH 2027 ASSESSMENT CYCLE IN
RESPECT OF ALL OFFICE BASED EDUCATORS**

1. In terms of the Education Management Service (EMS): Performance Management and Development System (PMDS) Collective Agreements Nos. 3 and 4 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 for each and every year of the Performance Assessment Cycle.
2. It is mandatory for all office-based educators to be assessed irrespective of whether or not they are on the maximum notch of their salary level. For this purpose, all employees who have completed a continuous period of 12 months service as at 31 March 2026 qualify for a performance assessment. **Should eligible office-based educators fail to submit the Annual Performance Assessment and Performance Agreement without showing any good cause, it will result in non-payment of the Performance incentive and consequently appropriate disciplinary action would be instituted against them and their supervisors.**
3. Once performance scores have been agreed upon by the supervisor and supervisee and the appraisal documents have been duly signed, the documentation shall be submitted through the appropriate line management channels to the next-level supervisor for review and confirmation. This procedure supports consistency and fairness in performance assessments and ensures that required standards across areas of responsibility are consistently met.



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4. **Annexure E** should be utilized for the submission of Annual Assessment for all office-based educators and **Annexure A, C, D and Job Descriptions** should be utilized for Performance Agreements
5. Directors and Supervisors of office-based educators are required to take cognizance of Collective Agreements Nos. 3 and 4 of 2017 when conducting performance assessments. Office based employees must ensure that the signed Performance Agreement is completed with all annexures which includes, The Performance agreement (Annexure A), Work Plan (Annexure C), Personal Development Plan (Annexure D), a signed Job Description and the EMS PMDS checklist.
6. Supervisors of office-based educators are to ensure that the assessment appraisals and Performance Agreements in respect of all office-based educators within their Districts/Directorates are timeously completed and submitted **on or before 17 April 2026**.
7. Annual Assessment (2025/2026) and Performance Agreement (2026/2027) should be submitted to the relevant Performance Management Components in the District Offices. Head office performance assessment documents must be submitted to Performance Management Officials in-line with the attached submission management plan.
8. Kindly ensure that the contents of this Circular are brought to the attention of supervisors of all Office Based Educators.

MR GN NGCOBO

HEAD OF DEPARTMENT: KZN EDUCATION

DATE: 13/04/2026