



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

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 AS WELL AS ALL PUBLIC SERVICE EMPLOYEES ON SALARY LEVELS 1 TO 12

- 4.2 Supervisors must also be mindful of the fact that if the Annual Assessment Performance Appraisals are not received by the stipulated due date, employees shall not qualify for incentives in the 2025/2026 performance assessment cycle.

5. RECOMMENDATION

It is recommended that approval be granted for the issuing of HRM Circular No. 09 and 12 of 2026 pertaining to the submission of Annual Assessments and Performance Agreements for Office Based Educators and PS employees on SL 1 to 12 for the 2025/2026 and the 2026/2027 Performance Assessment cycles, respectively. The Head of Department is kindly requested to append his signature on the attached circulars and the memorandum if he agrees with the contents thereof.

MR AB ZWANE

DIRECTOR: PERFORMANCE MANAGEMENT

DATE: 31/03/2026

I concur / I do not concur

MS NY HLONGWANE

CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

DATE: 12/4/2026



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Recommended/ Not Recommended

Remarks:

ADV. MB MASUKU
DDG: CORPORATE SERVICES

DATE: 13/04/2026

Recommendation at paragraph 5 above is Approved/~~Not Approved~~ and the attached HRM Circulars signed/~~not signed~~ -

Remarks

MR GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION

DATE: 13/04/2026