



TO : Deputy Directors General
Chief Directors and Directors at Head Office
District Directors
CES: Circuit Managers
Circuit Managers
Heads of Sections /Components
Principals of Schools
All Public Service Employees (SL 1-12)

HRM CIRCULAR NO. 12 OF 2026

SUBJECT: SUBMISSION OF ANNUAL PERFORMANCE ASSESSMENTS FOR 2025/2026 AND PERFORMANCE AGREEMENTS FOR 2026/2027 CYCLE IN RESPECT OF PUBLIC SERVICE PERSONNEL (SL 1-12)

1. The Employee Performance Management and Development System (EPMDS) for Public Service Personnel has reference.
2. It is Mandatory for all Public Service Personnel (SL 1-12) to be assessed irrespective of whether 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 of 01 April 2025 are eligible for Performance Assessment. Should eligible Public Service Personnel fail to submit Annual Performance Assessments/Performance Agreements without showing good course, this may result in non-payment of performance incentives and consequently appropriate disciplinary action may be instituted against them and their supervisors.
3. Once the supervisor and the employee have reached agreement on the performance rating and have signed the appraisal documentation, the documents shall be submitted through the line management function to the next-level supervisor for confirmation of the agreed-upon rating. This process ensures consistency, fairness, and objectivity in performance management and assessment, and supports the maintenance of uniform performance standards across all areas of responsibility.
4. **Annexure F** should be utilized for the submission of Annual Performance Assessments for Public Service Personnel and **Annexure A** for Performance Agreements. The Performance Agreement Annexures include the Work Plan (**Annexure B**) and the Personal Development Plan (**Annexure D**).



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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5. All supervisors of Public Service personnel are to ensure that the 2025/2026 Annual Performance Assessments and 2026/2027 Performance Agreements in respect of all Public Service Personnel (L1-L12) within their Directorates/Sections are timeously completed and submitted by no later than **17 April 2026**.
6. Kindly diarise the closing date, as no further extensions will be granted. Failure to submit the required assessment documentation by the stipulated due date may constitute non-compliance with the EPMDS Policy and could result in affected employees not qualifying for performance incentives for the **2025/2026 assessment cycle**.
7. All required documentation for Public Service Personnel on **salary levels 1 to 12** must be submitted to the relevant **Performance Management Components at District Offices**. Documentation in respect of Public Service Personnel based at **Head Office** must be submitted in accordance with the attached submission management plan.
8. Kindly ensure that the contents of this Circular are brought to the attention of all Public Service Personnel (Salary Levels 2 -12) and their supervisors.

MR. GN NGCOBO
HEAD OF DEPARTMENT: EDUCATION
DATE: 13/04/2026