KWAZULU-NATAL PROVINCE
EDUCATION
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TO: DEPUTY DIRECTORS-GENERAL
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PROGRAMME INFORMATION MANAGERS (PIMS)

KZN CIRCULAR:98 OF 2024

SUBJECT: QUARTERLY PERFORMANCE REPORTING (QPR) ON ALL PERFORMANCE INDICATORS INCLUDING ANNUAL INDICATORS

1. The legal requirement for QPRs as reflected in Treasury Regulations 2005, Section 5.3.1 states that the Accounting Officer of an institution must establish procedures for quarterly reporting to the Executive Authority to facilitate effective performance monitoring, evaluation and corrective action.

2. In addition, National Treasury Instruction Note 10 of 2020 outlines that the mandatory requirements as set out in the Revised Framework for Strategic and Annual Performance Plans (RFSAPP) should be fully complied with. QPRs require institutions to review their performance over a three-month period; substantiate and communicate achievements; and indicate the actions that will be taken to ensure that implementation of the APP remains on track.

3. In line with Treasury Regulations 2005 and the Revised Framework for Strategic and Annual Performance Plans, all Programme Managers are obliged to submit progress reports on all indicators (both quarterly and annual indicators) to the Directorate: Strategic Management, Monitoring and Evaluation for consolidation, analysis and submission to relevant Oversight Authorities.

4. All outputs and progress reports must be accompanied by relevant source documents.

Your cooperation is appreciated.

MR.G.N. NGCOBO
HEAD OF DEPARTMENT

23/8/24
DATE