

Your Public Service  
Performance Management  
Development System  
(PMDS)

# Q&A

*"Every child is  
a national asset"*



**basic education**

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## **What is the Performance Management Development System (PMDS)?**

The PMDS is a system to manage and develop the performance of public service employees with the view to achieving both individual and institutional excellence. It is a process of continuous appraisal. The performance standards are specific, measurable, attainable and reasonable so that you know exactly what is expected of you.

## **Who is appraised using the PMDS?**

All public service staff (permanent, temporary or on a fixed term, contract) employed on salary levels 1 – 12 in terms of the Public Service Act.

## **What are the main objectives of the PMDS?**

- To improve performance thereby developing a culture of quality;
- To identify areas for development and formulate a plan to ensure that this development takes place;
- To reward employees based on evidence of good performance.

## **When does appraisal take place?**

The performance management cycle commences on 1st April of each year and ends on 31st March of the following year.

## **How is the PMDS implemented?**

### **Step 1: *Complete individual agreements***

- The official being evaluated and the line supervisor/s complete and finalise the following individual agreements:
  - Performance Agreement or Contract
  - A Personal Development Plan

### **Step 2: *First quarter performance review***

- The line supervisor and the official jointly review the official's performance for the first quarter using the quarterly review form.
- An agreement is reached and a rating assigned.
- The official keeps a copy of the signed quarterly review form and the school administrator retains the original copy in the official's personal file.
- The supervisor and official schedule the next quarterly review meeting.

### **Step 3: *First quarter review report***

- The Principal completes the first quarterly review report on the final ratings obtained by all the officials in the first quarter and submits it to the district PMDS coordinator.

#### **Step 4: *Second and third quarter performance reviews***

The process of the first quarterly review is repeated for the second and third quarters.

- The line supervisor and the official jointly review the official's performance for the second/third quarter using the quarterly review form.
- An agreement is reached and a rating assigned which the supervisor and official signs on the quarterly review form.
- The official keeps a copy of the signed quarterly review form and the school administrator files the original in the official's personal file.
- The supervisor and official schedule the next quarterly review meeting.

#### **Step 5: *Second and third quarter review report***

- The Principal completes the second quarterly review report on the final ratings obtained by all the officials in the second and third quarter and submits it to the district PMDS coordinator.

#### **Step 8: *Annual appraisal***

- The line supervisor/s and the official meet to evaluate the official's annual performance and appraisal for the full cycle.

- An agreement is reached and the annual rating is assigned.
- The official keeps a copy of the signed annual appraisal and the school administrator retains the original in the official's personal file.
- The completed annual appraisal is submitted to the district office.

### **Step 9: *District review and moderation of scores***

- The district Performance Review Committee convenes where the review process and moderation of scores by senior officials takes place.
- The moderated scores are submitted to the Provincial Education Department.

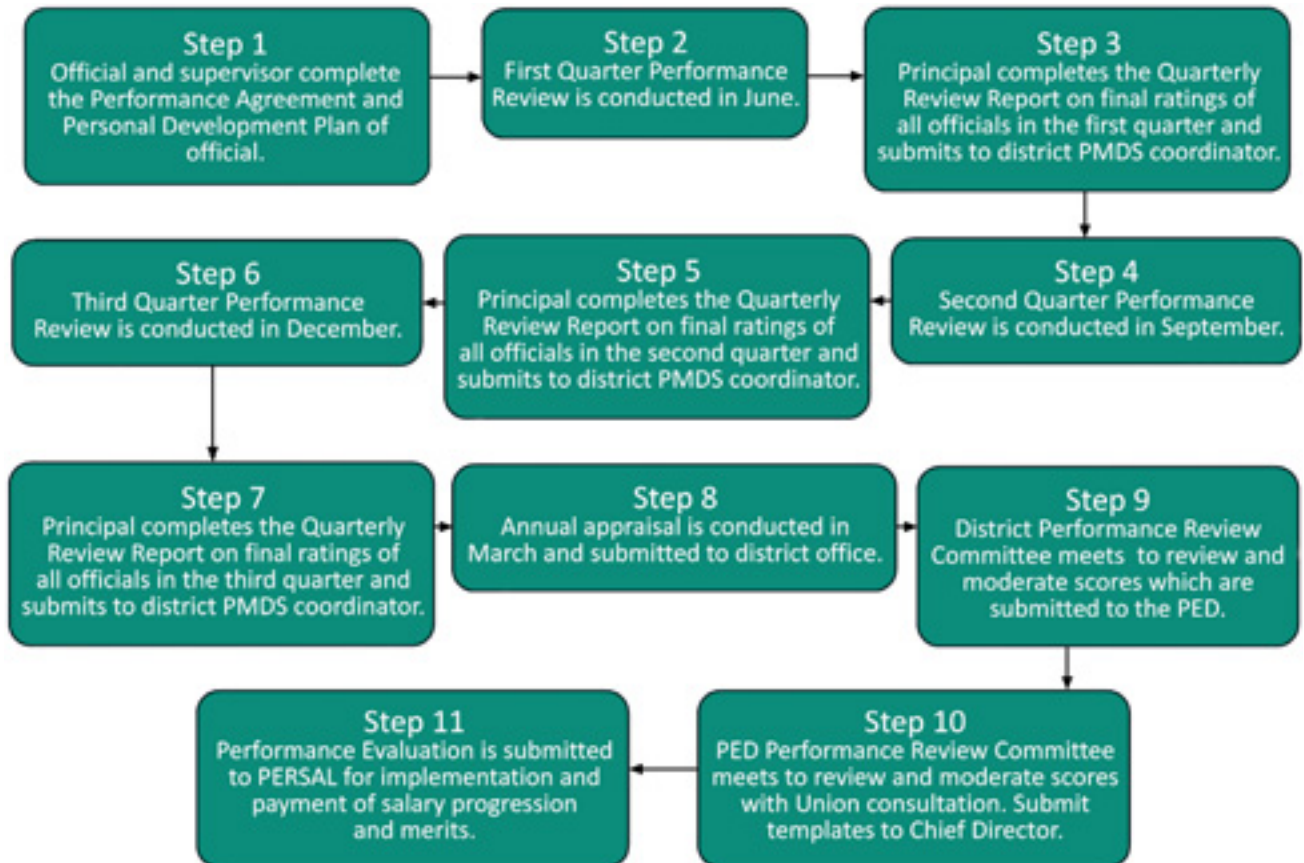
### **Step 10: *Provincial review and moderation of scores***

- The Provincial Performance Review Committee reviews and moderates scores where necessary.

### **Step 11: *Payment of salary progression and merits***

- The Head of Department approves payment of 1% salary progression and any bonuses/merits for qualifying employees.
- The information is submitted to PERSAL for implementation of payment.

## How to implement Performance Management Development System (PMDS)



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