



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

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## **TO ALL HEADS OF NATIONAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

### **EMPLOYMENT MANAGEMENT CIRCULAR 42 OF 2022**

#### **DUE DATE FOR CLOSURE OF THE SUBMISSION OF CABINET MEMORANDA FOR 2022**

The purpose of this circular is to advise Departments on the due date for submission of Cabinet Memoranda for tabling during December 2022.

Kindly note that the last Cabinet meeting for 2022 is scheduled for 07 December 2022. Departments are therefore requested to submit Cabinet Memoranda to the DPSA no later than 23 November 2022 in order to be considered for tabling during December 2022 to avoid delays.

Given the security and confidentiality concerns pertaining to Cabinet Memoranda, these measures are required to protect the integrity of the classified documents and uphold the legislative framework. Cabinet Memoranda submitted or received after the said date will only be considered in 2023.

In order to avoid challenges pertaining to compliance, Departments are kindly requested to note the final date of submission for 2022, as well as the checklist to ensure that Cabinet Memoranda are submitted with the relevant documents as outlined in the Executive Protocol: Principles and procedures for the Employment of Heads of Department (HoDs) and Deputy Directors-General (DDGs) nationally at all times.

Should there be noncompliance matters that are identified, officials will be required to collect and return Cabinet Memorandum to the Ministry for the Public Service and Administration by liaising with [Vathiswa@dpsa.gov.za](mailto:Vathiswa@dpsa.gov.za).

Your cooperation in the above regard will be appreciated.

Kind Regards,



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MS YOLISWA MAKHASI

DIRECTOR-GENERAL

DATE: 23/08/2022

**CHECKLIST TO BE USED BY DEPARTMENTS WHEN COMPILING AND SUBMITTING DOCUMENTATION TO THE DPSA FOR THE PROCESSING OF APPOINTMENTS  
(AS PER THE EXECUTIVE PROTOCOL)**

NAME OF DEPARTMENT:	
POST TITLE:	
POST LEVEL:	

1. Please note that the full list of required documents, correct narrative in the Cab Memo including compliance to recruitment processes will ensure processing of the request within the 4 week time frame from date of receipt of the full submission.
2. All incomplete and non-compliant submissions will be returned to the department for resubmission.
3. The resubmission of outstanding information or corrections will result in a new 4 week time frame commencing from the date of receipt of the resubmission

DEPARTMENT SUBMISSION INCLUDES ALL THE REQUIRED DOCUMENTATION	SUBMITTED	TAG	COMMENT
Signed Check List		A	
Signed Letter from Executive Authority requesting processing of Appointment		B	
Approved and consulted Organisational Structure		C	
Job Evaluation Report for the Post		D	
Advertisements for the Post both PSVC and Media		E	
Full list of all candidates who applied for the post		F	
Certified Copies of ID/Drivers License		G	
Certified copies of qualifications		H	
Personnel Suitability Check letter and documentary proof		I	
Pending Disciplinary matters: Written declaration by candidate Included		J	
Business interests, Board membership and Directorships: Written declaration by candidate Included		K	
CV or resume		L	
Reference Checks		M	
Competency assessment Report		N	
Report on Verification of Qualifications (SAQA letter)		O	
Copies of completed, signed and dated Z83 of recommended candidate		P	
Certified Copies of Qualifications		Q	
Draft Cabinet memorandum in compliance with Cabinet template		R	
Nyukela Pre-entry certificate for SMS		S	
For a Director-General post Delegation of Authority must be availed		T	

I HEREBY DECLARE THAT THE SUBMISSION HAS BEEN CHECKED AND THAT ALL THE REQUIRED DOCUMENTATION/EVIDENCE HAS BEEN INCLUDED.

NAME AND SURNAME	DATE
SIGNATURE	