

Annexure A
Accountability Return Monitoring Tool

Department Letter Head

Mr /Ms/ Dr/Prof _____
(Director General)
Department of Public Service and Administration
Private Bag X 916
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0001

Dear Colleague

DECLARATION ON DATA INTEGRITY, RELIABILITY, AND COMPLETENESS MONITORING TOOL ON THE IMPLEMENTATION OF THE DIRECTIVE ON HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT FOR PUBLIC SERVICE PROFESSIONALISATION (VOLUME 1)

I, the undersigned Director-General / Head of Department, accept full accountability for the accuracy, reliability, and completeness of all information submitted through the Monitoring Tool on the Implementation of the Directive on Human Resource Management and Development for Public Service Professionalisation (Volume 1). I confirm that the data have been verified and approved through the department's internal control processes, and that no information has been omitted, altered, or misrepresented.

This submission constitutes the official record of departmental compliance for the period under review. I acknowledge that the information provided will be used by the Department of Public Service and Administration for oversight, reporting, and audit purposes, and that any misrepresentation, omission, or failure to comply may result in administrative action.

Yours sincerely,

(Name of Director-General / Head of Department)
Department:
Date: