



the dpsa

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TO ALL HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS

CIRCULAR NUMBER: 58 OF 2026 - PHASE 2 OF IMPLEMENTATION OF THE DIRECTIVE ON ORGANISATIONAL FUNCTIONALITY ASSESSMENT (OFA)

1. The Directive on Organisational Functionality Assessments was issued in terms of Circular 20 of 2022 to elucidate Regulation 35 of the Public Service Regulations. Regulation 35 provides that: “An Executive Authority shall conduct an Organisational Functionality Assessment, as directed by the Minister, to assess the effectiveness of a department’s internal systems and processes”.
2. The Directive applies to all departments and government components. They are therefore required to conduct and submit their Organisational Functionality Assessments (OFA) and resultant improvement plans in accordance with the predetermined schedule set out in the Directive.
3. Paragraph 7.1 of the Directive states that, a department must submit its organisational functionality assessment report (and those of the government components linked to it) every three (3) years in an electronic format.
4. The first three-year period, referred to as **Phase 1**, covered the period from 2022/2023 to 2024/2025. This period was subsequently extended to 2025/2026 to enable departments to align their plans with the objectives of the 7th Administration following the 2024 national elections.
5. The 2026/2027 financial year marks the commencement of **Phase 2** for Cycle 1 departments. The advocacy sessions for cycle 1 departments were conducted in May 2026 for both national and provincial departments.
6. During Phase 2, departments are required to implement the OFA as follows:

- a) **National departments with provincial offices:** Conduct the OFA in one province, irrespective of the number of offices within that province.
 - b) **National departments without provincial offices:** Conduct the OFA again at their headquarters.
 - c) **Provincial departments with district offices:** Conduct the OFA in one district within the province, irrespective of the number of offices within that district.
 - d) **Provincial departments without district offices:** Conduct the OFA again at their headquarters.
 - e) **Government components:** Conduct the OFA again at their headquarters.
7. For national departments with provincial offices and provincial departments with district offices, the functionality assessments will focus on indicators applicable to the relevant level of operations. The OFA report must also reflect the indicators that were assessed at headquarters during Phase 1, noting that these indicators will not be reassessed during Phase 2.
8. The implementation of Phase 2 of the OFA must be undertaken in accordance with the provisions of the **2022 Directive on Organisational Functionality Assessments**. Departments must continue to report on their improvement plans as prescribed by the Directive, including any projects that remain incomplete from Phase 1.

For enquiries, kindly contact Mr. Poloko Segale, on 012 336 1124 or poloko.segale@dpsa.gov.za

Kind Regards,



MR. WILLIE VUKELA

ACTING DIRECTOR-GENERAL: DPSA

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