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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

REMINDER: REPORTING ON POOR PERFORMANCE OF MEMBERS OF SENIOR MANAGEMENT SERVICE (SMS)

1. The DPSA circular 14/4/1/P dated 7 September 2013 regarding reporting on poor performing SMS members refers.

2. One of the key interventions to improve the management of poor performance is that departments report to the DPSA on a six-monthly basis on poor performing SMS members. The first report for the 2012/2013 cycle was supposed to be submitted by the 31st October 2013. For the 2013/2014 and subsequent performance cycles, departments are required to submit reports by March on the mid-term reviews of the current cycle, and by 30 September on the outcome of the annual assessment of the previous cycle.

3. The response from departments was very poor, as only 25 departments submitted reports to DPSA. It is expected of all departments to submit a report even if they did not have any poor performing SMS members. Departments are therefore requested to submit their reports to the DPSA for the 2012/2013 performance cycle by **28 February 2014.** Departments are also informed that where responses have not been received by the due date, it will be concluded that there are no poor performing SMS members in those departments. The report based on the mid-year review for the 2013/2014 performance cycle is also due on **30 March 2014.**

4. Attached are templates for reporting at Annexure A and B of the circular that must be used to report to DPSA. Any queries relating to the contents of this circular should be directed to Ms P L Maila.

5. Your cooperation is appreciated.

Mr. M Diphofa
Director-General
Date: 12/02/2014

ANNEXURE A

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MARCH 20_____

REPORTING TEMPLATE: SCHEDULE OF POOR PERFORMING SMS MEMBERS FOR MID-YEAR (SEPTEMBER REVIEW)
PERFORMANCE CYCLE 1 APRIL 20____ TO 31 MARCH 20___

NAME AND SURNAME	PERSAL NR	POST DESIGNATION	DATE OF ASSESSEMENT	ASSESSMENT RATING		DEVELOPMENT AREAS IDENTIFIED	NAME AND DESIGNATION OF SUPERVISOR	INCAPACITY PROCEDURES INTRODUCED (Y/N)? COMMENTS
				PREVIOUS ANNUAL RATING	CURRENT RATING			

_____
SIGNATURE OF HOD

_____
DATE

ANNEXURE B

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Department:
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SEPTEMBER 20_____

REPORTING TEMPLATE: SCHEDULE OF POOR PERFORMING SMS MEMBERS FOR ANNUAL ASSESSMENT
PERFORMANCE CYCLE 1 APRIL 20____ TO 31 MARCH 20___

NAME AND SURNAME	PERSAL NR	POST DESIGNATION	DATE OF ASSESSEMENT	ASSESSMENT RATING		DEVELOPMENT AREAS IDENTIFIED	NAME AND DESIGNATION OF SUPERVISOR	INCAPACITY PROCEDURES INTRODUCED (Y/N)? COMMENTS
				PREVIOUS MID-YEAR RATING	CURRENT RATING			

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SIGNATURE OF HOD

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DATE