**Head of Departments Performance Management and Development Cycle**

Annexure E

Public Service Act, Chapter IV, 12 (1) (a), (b)

* National Depts. President
* Provinces Premiers

**DPME Facilitates Annual Assessment on behalf of Presidency**

Department retain original for record purpose

**Lodge Signed copy of the Agreement with the DPME & PSC**

Yes

No

Yes

Apply development measures and/or Incapacity Code to manage poor performance

HoD submits performance Agreement to EA for concurrence

HoD Develops a Performance Agreement

Agree

**Sign Performance Agreement**

Rework and resubmit to EA

END

**EA &HoD conduct Annual review**

Annual Performance Assessment outcome

Fully & Highly Effective

Apply Performance Incentive Policy

Complies with QA requirements & complies

DPME quality assures PA

Poor/Unsatisfactory Performance

EA Submits review to DPME

START

Documentation filed by Dept.

**EA & HOD Conduct Midyear Review**

No

Dispute