



the dpsa

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## TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

### DPSA CIRCULAR NO 17 OF 2019

### DUE DATE FOR THE SIGNING AND FILING OF PERFORMANCE AGREEMENTS FOR THE 2019/2020 PERFORMANCE CYCLE

1. Paragraphs 10.1.2 and 12.1.3 of the directives on the Performance Management and Development for Heads of Department and members of the Senior Management Service provide that, in the event of National and Provincial elections occurring within the first three (3) months of any financial year, Heads of Department and members of the Senior Management Service must sign and file their performance agreements within three (3) months following the month of the elections.
2. Therefore, Heads of Department and members of the Senior Management Service must ensure that they sign and file their performance agreements for the 2019/2020 performance cycle by no later than **31 August 2019**.
3. Departments are encouraged to determine their own internal earlier due date for the signing and filing of performance agreements for the 2019/2020 performance cycle. However, the formal compliance date for submission of the final performance agreement for the 2019/2020 performance cycle is 31 August 2019. It must be noted that the mid-year performance reviews for Heads of Department and members of the Senior Management Service for the 2019/2020 performance cycle must be conducted and finalised by **30 November 2019**. The mid-year review covers the six-month period from 1 April 2019 to 30 September 2019. You may direct all enquiries relating to this matter to Mr T Shabane whose contact details are above.

Professor Richard Levin

Director-General

Date: 3/05/19