



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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**TO: ALL HEADS OF DEPARTMENT OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

**CIRCULAR 11 OF 2021**

**IMPLEMENT ONLINE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM FOR HEADS OF DEPARTMENT CYCLE**

1. The performance of Heads of Department (HoDs) is managed in terms of the Performance Management and Development System (PMDS) issued by the Minister for the Public Service and Administration (MPSA) in terms of Regulation 88 of the Public Service Regulations (PSR), 2016. The Directive requires that all Directors-General and HoDs must annually enter into and sign performance agreements (PAs), conduct mid-year reviews and annual assessments. Paragraphs 11 and 14.3 of the Directive requires that HoDs of National Departments must file their signed PAs, mid-year review and annual assessments with the DPME and Provincial Departments with the Office of the Premier.
2. The MPSA has approved and directed in terms of Regulation 88 of the PSR, 2016, that the utilisation of the online performance management system for HoDs developed by the Department of Planning Monitoring and Evaluation is compulsory with effect from the 2021/2022 performance cycle.
3. For any enquiries regarding the online PMDS for HoDs please contact Dr Mumsy Subramoney, DPME at (012) 3120307. Enquiries on the Directive on the PMDS for HoDs can be forwarded to Mr Themba Shabane at (012) 3361246 or Mrs Lizar Maila at (012) 3361293.

Kind regards

**Ms Yoliswa Makhasi**  
**Director-General**

Date: 30/08/2021