



Enquiries: Mr. A Mthisi  
Tel no: 013 766 5516

**TO : CHIEF DIRECTORS & DIRECTORS  
DISTRICT DIRECTORS  
ALL APPOINTED PMC MEMBERS**

**FROM : MS MM MASHITENG  
(A)HEAD: EDUCATION**

**SUBJECT : CIRCULAR ON THE MODERATION OF ANNUAL ASSESSMENT  
REPORTS FOR OFFICE BASED EDUCATORS FOR PMDS CYCLE  
2023-24.**

The above subject refers:

The purpose of this Circular is to remind all Directors and Appointed members of the PMC of the moderation process which is to take place in their relevant Directorates & District Offices as per HR Directive no. 18 of 2023.

It should be noted that the Department of Basic Education will be visiting our department in monitoring compliance and adherence to ELRC Collective Agreement 3 of 2017 in terms of the moderation process. It is hereby imperative that we conclude the moderation process of the Annual Assessment reports & Workplan by 30 June 2024 so as to be ready for DBE monitoring process.

The Directors are hereby requested to work together with the PMDS Coordinators in conducting and concluding such moderation by the stipulated due dates.

The following dates have been scheduled by HR for the moderation process:

- Gert Sibande District : 04-06 June 2024
- Nkangala District : 11-13 June 2024
- Ehlanzeni District : 18- 20 June 2024
- Bothabale District : 18-20 June 2024
- Head Office : 3,10 and 14 June 2024
- Provincial level moderation : 24-26 June 2024

It should be further noted that the pay progression should be implemented to all deserving & qualifying officials as of the 1<sup>st</sup> of July 2024, and such payment cannot be effected without the finalization of the moderation process.

Your urgent consideration in this regard will be appreciated.

  
**MS. MM MASHITENG  
(A)HEAD: EDUCATION**

**DATE:** 20/05/2024