



"RISE UP, SPEAK UP" STEP UP,

OUR VOICE

OUR VOICE is a monthly newsletter of the Department of Personnel Management

May 2021

DPM TO TRIAL CLOCK-IN/OUT SYSTEM

The Department will now be undertaking a clock-In/Out trial system in June. The MIS team has developed a system which the department will use to trial how a clock-In/out system will work. Secretary Taies Sansan said, DPM has to make the effort to lead by example and trialling a system for the staff must start with us. "We have to take the lead as the implementing agency

importantly the log out at 4.06 which will automatically generate the hours worked per day to meet the 7 hours 21 minutes required of every public servant under the General Orders required to work and be paid in a fortnight. The system also has other features which will enable remarks from staff if they are running late to work or to provide reasons for absence.

see how we can go and make amends if need be along the way".

Secretary Sansan issued a Circular Instruction to all heads of line agencies and provincial governments to enforce the Special General Orders on all public servants throughout the country.

The circular instruction outlined that DPM will be undertaking measures to enforce time and attendance of public servants.

The circular instruction outlined the enforcement of the SGO11 of 2019 as a binding and lawful instruction as determined by the National Executive Council.

The circular instruction advised all heads of national departments, government agencies and provincial administrations to take heed of the measures to be undertaken by DPM to ensure the enforcement of SGO11.

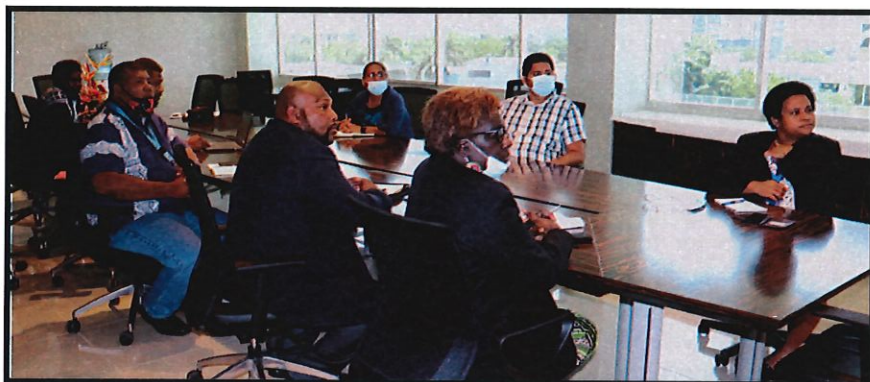
Under SGO11 agency heads must deduct from an officer who fails to attend work and fails to provide an acceptable reason for periods of unauthorized absence and that all public servants are required to complete a full day's work of 7 hours 21 minutes in duration in order to be paid.

Any unauthorized period of absence shall result in pro-rata salary deduction.

All agencies are to enforce the clock in/out system by ensuring staff sign in/out using a manual register.

The circular has outlined that the following rules will be enforced; absence from the work-

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L-R: Mary Gonadara, Samson, Samuel Lalui, Ellison Kalimet, Constance Baisi, Vele Ravugamini and Secretary Taies Sansan during the presentation of the clock-in/out system

to enforce Special General Order 11". The MIS team made a presentation to Secretary Sansan including senior executive management team members on how the system works. MIS Executive Manager Samuel Lalui and Officer Samson Stanley were on hand to present the system and explained how it works.

The MIS team explained that the system will clock in staff the moment they log into their computers when they arrive at work.

Staff will have the option of logging out and in again during lunch hour but

This feature will require respective supervisors to approve or decline the basis for absence based on medical certificate produced etc.

It was further explained that reports generated by the clock-in/out system will be printed and forwarded to HR for certification and hours confirmed for payroll calculation.

Secretary Sansan was happy with the presentation and has requested for a trial to be conducted in a fortnights time for the Department. "I am happy about this system so let's trial it and

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PROFESSIONALISM AND RESPECT-WAY FORWARD



HRA&CA staff gathered for the handover-takeover ceremony

The professionalism shown during the handover-takeover of the Human Resource Advisory and Compliance Audit Wing is the way forward said incumbent acting Deputy Secretary Ms Constance Baisi.

"I thank the management and staff for the confidence in me for this appointment and I commend Ms Roslyn Wrakuavia for the professionalism shown in this handover-takeover," said Ms Baisi.

Under the leadership of Ms Wrakuavia, DPM achieved the following:

- ◆ Retain a savings of K14m for 2020 retirement exercise
- ◆ Minimize reduction in the PE overrun by Pay 6
- ◆ Unified template created for S&E and that will determine the PE after 10 years
- ◆ First Zoom workshop attended by 450 participants

- ◆ Established collaborations and open dialogues with other state and non-state actors
- ◆ Report completed and submitted in Week 1 of April on the devolved powers and status update on implementation of SGO 11
- ◆ System upgrade under the CIP pending additional funding to top-up implementation
- ◆ Implementation of NID cards for all public servants is progressing well with Central and Gulf Provincial Agencies completed
- ◆ Chairperson for the GESI Governance Committee, chaired 3 meetings and attended 3 zoom meetings with development partners and consultants engaged
- ◆ Policy review is in its final stage and the conversations are very interactive. Critiques from participants are valid for DPM to build on

to assist and improve governance of the function

Ms Baisi is looking forward to working with executive managers, managers and staff in the wing as well as the whole department.

Ms Baisi was emotional when she commended the long serving staff of the department in the likes of Rhymbi Kokiva, Andrew Peter, Maria Poli and Desmond Timothy. Baisi added that she had utmost respect for those long serving officers of the department.

"All of public service rides on DPM and we can't avoid change," said Mr Yetrus Buka.

Ms Wrakuavia has put together a brief for Ms Baisi as well as all the other officers under the HRA&CA wing who has been appointed to respective positions in the recent internal recruitment exercise.

CS RECRUITS INFORMED ON GESI

138 Correctional Service new recruits were introduced to the Gender Equity and Social Inclusion Policy through an information session as part of the induction program for the new recruits.

DPM Senior GESI Officer, Ms Amelia Raka, introduced the policy as well as explained why DPM is the custodian of this policy to the new recruits.

Ms Raka defined the two terms that make up the policy name to the CS recruits: Gender Equity is the process of being fair to disadvantaged men and women to participate fully and equally in employment and other opportunities. Social Inclusion means ensuring that socially excluded people have equal conditions for realizing

their full human rights and potential to contribute meaningfully in all levels of development and benefit from the results.

Meanwhile, the GESI policy is under review and consultation with stakeholders and GESI Managers have already begun.

GESI Governance Committee chairperson chaired 3 meetings and attended 3 zoom meetings with development partners and consultants have been engaged to assist in the policy review.

The Department of Foreign Affairs and Trade has

been supporting the progress of this policy review which is in its final stage and the conversations are very interactive as well as valid critiques from participants which will enable DPM to build on to assist and improve the governance of the functions.



DPM GESI officer Amelia Raka and one of the CS officer

PUBLIC SERVICE RETIREMENT EXERCISE

A total of 1,556 public servants are being considered for retirement this year as Department of Personnel Management continues to carry out the retirement exercise.

DPM is currently working on the first batch which consists of 185 retirees from 15 agencies.

For this batch the retirees have been confirmed and validated awaiting funding to be made available to pay them out.

The first batch consists of 185 retirees from 15 agencies which has been validated and awaiting funding to be made available to pay them out their final entitlements.

DPM is checking and validating the second batch of retirees, a total of 518 public servants from 15 agencies.

For the third batch, DPM is urging all public service agencies human resource division to identify their officers who have reached 65 years or over to provide their information so that they are included in the third batch to be processed.

So far the third batch consists of 853 retirees from 11 different agencies. A total of about K66.1m is needed to retire the current total number of retirees that is with DPM which is 1556.

The batch of public servants retiring this year will have their final entitlements paid out to their accounts through the Alesco payroll system and not cheques.

DPM is now waiting on the Department of Treasury to include the code for repatriation into the payroll system in order for all the entitlements to be paid into the retirees' respective accounts.

A total of 5,294 public servants have been identified as those in between the ages of 60 – 65 and over.

From this total DPM has concentrated on 2,159 public servants only who were identified as 65 years. They will be retired at a cost of K430m.

Secretary Sansan, through Circular Instruction No.15/2019, has asked all government agency heads, provincial administrators, CEO's and heads of

statutory bodies to ensure that all their employees must not have default as their birth dates. "Cabinet has directed all Government Agency to ensure that comprehensive employee age records are maintained in the Government payroll and that an annual retirement plan must be provided in the National Budget," said Sansan.

The Public Services (Management) Act and General Orders require Departmental heads to manage annual staff retirement plans, and to provide an annual report identifying the numbers and costs of retirement for inclusion in their personnel emoluments budget but this has not been the case for the last 5 years which is partly the reason for the Department of Personnel Management to recall the human resource devolved powers given to departmental heads through a Special General Order that was approved by cabinet so that all incorrect and anomalies in the payroll system can be corrected.

So far DPM has received 10 Deed of Release from the 2020 retirement batch.

STAFFING & ESTABLISHMENT WORKSHOP



Officers from DPM and Finance coordinating the workshop.

A whole of government workshop to determine the ceiling for all government agencies in the 2022 budget was hosted in Port Moresby.

The Whole of Government Workshop commenced in POM and will extend to the provinces for regional workshops and agencies in the provinces.

Department of Personnel Management Staff who are coordinating the workshop in conjunction with the Department of Finance under the Organisational SPEAC team will be travelling

to Mt Hagen, Lae and New Ireland to conduct staffing & establishment workshops with provincial administrations, provincial health authorities and all other government agencies throughout the country.

Director National Agencies Ms Roselyn Wrakuavia in her opening remarks told participants the importance of the workshop will reflect the kind of budget received by respective agencies.

'This workshop gives respective agencies the opportunity to come and justifi-

fy your staffing and personnel emoluments for the following year. It is through this workshop that you are required to justify the number of staff you have and the budget required for respective agency for the following year'.

A unified template for all government agencies to use to populate their agency requirements for their respective agency has been created and will now be used.

PS MINISTER MEETS PSC COMMISSIONERS & STAFF



PSC Chairman Apeo Fuata Sione welcoming Minister Sungi, Vice Minister Waipo, Sec. Sansan and PSC staff.

The Minister for Public Service Hon. Joe Sungi, his vice Minister Hon. Salio Waipo accompanied by Secretary Ms. Taies Sansan held a meeting with Public Service Commission staff last month purposely for the Minister to meet the Commissioners and staff of PSC as an agency that comes directly under the Public Service Ministry.

Since taking office Minister Sungi conducted similar engagements with the Department of Personnel Management and the Pacific Institute of Leadership and Governance but due to the recent covid -19 restrictions, he was unable to meet with PSC until the recently.

Minister Sungi, vice Minister Waipo and Secretary Sansan were welcomed by the Chairman for Public Service Commission Apeo Fuata Sione. In welcoming them Commissioner Sione said, his commissioners and the staff of the Secretariat were delighted to meet with the Minister for Public Service and to hear his plans for PSC.

The Public Service Minister in addressing the Commissioners and the staff said that the Public Service Commission is a very important organization and the most important thing is to see where the issues are that the organization face and work towards addressing them.

Minister Sungi spoke about a number of areas that he would want to see improve and notable among them is the need to improve the Human Resource recruitment process and have it digitalized.

Minister Sungi said, the process of recruitment for entry and exit into the public service must be digitalized as it will ease a lot of burden on the review process by PSC when aggrieved public servants lodge their documents for review when a disciplinary action is taken against them.

The Minister made these remarks in light of the huge number of reviews that public servants lodge with PSC. He said, the need to find a more effi-

cient process to deal with such matters would require digitization of this HR process.

The Public Service Minister further stated that there is an urgent need for those in supervisory roles in line government agencies to ensure the process of appraising staff is done diligently to avoid the gaps in the system that eventually contribute to the rise in matters ending up at PSC.

Minister Sungi called for the need for efficiency to improve these HR processes. He said, there is a need to strengthen the current systems and digitization of these processes is the way forward.

Minister Sungi also informed the staff of his vision to ensure that Public Servants receive housing as a condition of employment. He said, he is pursuing this and will ensure clear policies on this will be put in place.

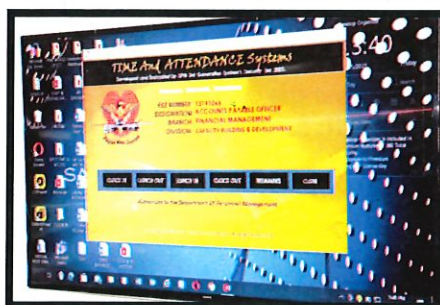
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place other than that provided under General Order No. 14 is unauthorized absence; absence for personal reasons is not covered under General Order 14 and includes; missed, unavailable or late transport; domestic, marital or family problems; babysitting problems and uncertified sickness.

The enforcement rules will also include salary deductions to be processed in respect of any absence; agencies requested to use a form that

will be used by respective HR delegates and a copy returned to DPM.



Presentation of the system

The circular further outlined that corrective action will result in disciplinary procedures being undertaken to deal with staff under General Order 15 which can either lead to demotion or termination.

DPM will be providing compliance reports through payroll monitoring and audit reports for the Minister to inform NEC on which agencies are complying.

LEARNING & DEVELOPMENT PLANS IMPORTANT FOR OVERSEAS SCHOLARSHIPS

This year Department of Personnel Management has taken on a different approach in announcing the Australia Awards Scholarship intake for 2022 through a Circular Instruction 39/2020 where agencies who have current Learning and Development Plans (L&D) will have their personnel bid for the scholarship.

This is to ensure that agencies who do not have L&D plans must start working towards having one by conducting Capacity Needs Analysis (CNA). On

plans have expired and so far 7 requests have been received from various organizations.

DPM is urging all who do not have an P&D plan to formally request for CNA assistance as it is one of

DPM's key result areas which is to improve coordination of donor funded scholarships.

In terms of bid applications, so far 41 agencies have responded with a total of 122 public servants, 70 males and 52 females, who have applied.

The Australia Awards PNG has discouraged dependents to travel mainly due to challenges awardees and agencies may face as a result of the pandemic for instance, financial implications on quarantine and covid test costs for dependents, cost of children's schooling will escalate now with online learning and the need for computers and other related costs and importantly will be the surge in medical cover costs to be met by awardee or their agency in the absence of a covid preparedness



EHP Public Session

policy.

Meanwhile, the main common issues gathered in the promotional roadshow are public servants still not properly understanding the bid form, teachers still confused over the Education internal process resulting in many missing out on the opportunity, most agencies not having current L&D Plans and are unsure of the CNA process. One on one agency visits are on DPM's plan.

Overwhelming numbers are attracted for short courses such as Graduate Certificate programs in Social Research Methods, Disability Inclusion, Counseling and for Business Coalition for Women in Leadership cohorts 16 and 17 of which DPM has 2 female participants at the moment.



WHP Health Authority HR session

record are 27 agencies whose L&D

DELOITTE TO CONDUCT AUDIT OF PS PAYROLL



Secretary Taies Sansan, center, posed with the members of the Special Parliamentary Committee members

Accounting firm Deloitte will be conducting an audit into the Government Payroll system.

The engagement of Deloitte follows a decision made by the National Executive Council in 2019 for the accounting firm to conduct an independent review of the integrity of the Public Service Payroll system.

Secretary Taies Sansan provided infor-

mation to the Special Parliamentary Committee on Public Service Reforms when she attended to one of their hearings early last month.

The briefing was to ascertain what caused the delay to engage Deloitte to conduct the audit and clean up the public service payroll.

Chairman of the Special Parliamentary Committee, Gary Juffa, said the need

to reduce the huge public service wage bill was critical and hopefully the audit by Deloitte can be able to reveal discrepancies in order that they are addressed.

The State Solicitors Office is now working on the terms of reference for the contract to enable the engagement of Deloitte.

DPM ROLLS OUT CNA

The human resource division has rolled out the Capacity Needs Analysis Questionnaire within the Department of Personnel Management as a trial to creating a standard procedure for the public service.

The Executive Resourcing Services Wing (ERS) was the first to have this questionnaire rolled-out to with HR officers explaining how to populate the questionnaire as well as how the data collected will be used.

"This questionnaire will be addressing organizational (capacity) needs and not so much of individual needs," said Taumaku Hitolo, Manager HR Policy Research and Development.

Once the questionnaire is complete, Learning and Development officers will be able to make informed decisions regarding further trainings of officers in each wing, division and

branch which will benefit the organization in terms of accomplishing its goals in the corporate plan.

There are 8 parts to this questionnaire and once populated, HR will know where each individual is in the department and where they think the department wants them to be in terms of achieving the organizational roles and responsibilities of the agency.

From the data collected, officers will



L-R: ERS Officers Gabriel Woiang, Rachel Kiap, Marita Kouga going through the questionnaire with HR officers Posangat Ilius, David Koi and Taki Zale.

be identified for further training to meet the organization's core functions and mandatory responsibilities. This exercise will be rolled out to all divisions and wings in the department this year.

D.HEADS URGED TO PRIORITISE PMS



HR officers from various agencies meeting with Charlene Vere for discussions and touch base on where they are in regards to the system.

DPM is urging all Departmental heads, CEOs and all constitutional officer holders to take ownership of the Performance Management System which DPM has put in place to assess the performance of respective agency heads against their key result areas and mandatory obligations.

DPM has been rolling out this system awareness to all agency heads in various workshops in 2018 and 2020 respectively while this year awareness was made to the following newly appointed agency heads; Department of Lands and Physical Planning, National Volunteer Services, Immigration and Citizenship Authority, Ministerial staff

of Health Ministry and National Procurement Commission.

DPM is urging all public service agencies to request assistance in terms of the system itself and how best to address the difficulties faced in developing quality measureable KRAs.

So far DPM has assisted the following six agencies to input their KRAs as well as other issues related to the system; Department of Provincial and Local Level Government, Pacific Institute of Leadership and Governance, Department of Petroleum and Energy, National Procurement Commission, Department of Transport and Conservation Environment and Protection

Authority

PMS is up and running online with the mobile application as well. However, the mobile application has some issues with log-in and log-out. Most of these issues have been directed to the developer to sort out.

DPM is looking at launching the Performance Management System in the fourth quarter of this year as this will ensure more agencies have access to the system as well as the developer to resolve current issues faced with the system mobile application and also final modifications.