



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO: 32 OF 2021

Date: 1st November 2021

File: SEC:1-4-12 (A)

To: **ALL DEPARTMENTAL HEADS**
ALL PROVINCIAL ADMINISTRATORS
HEADS OF REGULATORY STATUTORY AUTHORITIES

SUBJECT: SUBMISSION OF 2021 PERFORMANCE ASSESSMENT REPORT AND 2022 PERFORMANCE COMMITMENTS AGREEMENT.

The Performance Management System is an integral part of the Performance Based Agency Heads Contract System committing each Agency Heads to deliver services and programs in accordance with the performance targets agreed with the Portfolio Minister/Governor/Board Chairperson.

The following documents are now due:

1 2021 Annual Performance Assessment Report

The submission of 2021 Annual Performance Assessment Report duly endorsed by your Portfolio Minister/Governor/Board Chairperson to be submitted before the end of **March 2022**.

2 2022 Performance Commitments Agreement

The submission of 2022 Performance Commitments Agreement (KRA) duly endorsed by your Portfolio Minister/Governor/Board Chairperson to be submitted by the **end of February 2022**. It is very important to include KRAs relating to the staff ceiling and personnel emoluments in your 2022 Performance Commitments Agreement.

“RISE UP, STEP UP, SPEAK UP”

All Agency Heads are now informed through this Circular Instruction to utilise the **Online Performance Management System** when submitting their 2021 Annual Assessment Report and 2022 Performance Commitments Agreement.

All inquiries about this Circular Instruction must be directed to the Executive Manager **Mr Diki Saia** on **phone 327 6329** or email diki_saia@dpm.gov.pg or **Mr Ma'o Kali** Senior Performance Management Officer on **phone 3276408** or email ma'o_kali@dpm.gov.pg.


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SECRETARY

