



**DEPARTMENT OF PERSONNEL MANAGEMENT**  
*Office of the Secretary*

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**EXTERNAL CIRCULAR INSTRUCTION NO: 25 OF 2021**

**DATE:** 11 August, 2021

**TO:** ALL HUMAN RESOURCE MANAGERS OF NATIONAL DEPARTMENTS,  
PROVINCIAL ADMINISTRATIONS AND OTHER FUNDED PUBLIC  
AUTHORITIES

**SUBJECT: TRAINING ON HOW TO WRITE AGENCY HEADS KEY RESULT AREAS  
FROM THE CORPORATE PLAN**

The Performance Management System is an integral part of the Performance Based Agency Heads Contract System committing each Agency Head to deliver services and programs in accordance with the performance targets agreed with the Portfolio Minister for Departmental Heads, Governor for Provincial Administrators and Board Chairpersons for Heads of other funded Public Authorities.

Since the Department started rolling out the Online Performance Management System in 2019, I have observed that Agency Heads are either not submitting their key result areas or are submitting them very late. This is defeating the purposes of the performance based contracts that have been executed between the Head of State and the Agency Head.

Through this Circular Instruction, an invitation is extended to all Human Resource Managers or Planning Managers to attend a training to be conducted by the Executive Resourcing Service staff on how to write Agency Heads Key Result Areas (KRAs) from Corporate Plans. You are required to bring with you your Agency's Corporate Plan and any other relevant documents to enable you to develop the KRA. The details of the Training are as follows:

**Date:** 28 & 29 September, 2021  
**Venue:** PILAG Hall  
**Travel Arrangements:** Agencies to cater for their Representatives accommodation, airfares, travelling allowances and Transport to and from training venue


**“RISE UP, STEP UP, SPEAK UP”**

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The Department of Personnel Management will be responsible for the hire of venue and provide refreshments ie. Morning and afternoon teas as well as lunch for the two days.

All enquiries about this Circular Instruction must be directed to the Deputy Secretary for Executive Resourcing Service, Mr. Vele Ravugamini on 327 6326 or email: [ravugamini\\_vele@dpm.gv.pg](mailto:ravugamini_vele@dpm.gv.pg) or Executive Manager for Executive Contract Administration, Mrs Marita Kouga on 327 6337 or email: [kougamarita@gmail.com](mailto:kougamarita@gmail.com).

Please confirm your attendance on the above contact numbers to enable the Department to finalise all logistics.

  
**TAIES SANSAN (MS)**  
Secretary  
