



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION 4/2022

TO : ALL HEADS OF GOVERNMENT AGENCIES
ALL PROVINCIAL ADMINISTRATORS
ALL CHIEF EXECUTIVE OFFICERS (PHAs)
ALL HRM MANAGERS
ALL ICT MANAGERS
ALL FINANCE MANAGER & BUDGET OFFICERS

DATE : 28th MARCH 2022

SUBJECT : INVITATION TO ATTEND PUBLIC SERVICE HRM
DIGITAL TRANSFORMATION AND FORMULATION OF
THE 2023 PERSONNEL EMOLUMENT BUDGET
CONFERENCE.

The Department of Personnel Management (DPM) in collaboration with the Department of Information, Communications and Technology (DICT) and Department of Treasury (DoT) are hosting a joint forum in regard to the above subject. The Forum aims to firstly disseminate information on critical projects to the HRM Fraternity within the Public Service and secondly, to prepare and with an awareness on the agenda "**Digital Government Transformation**" to all Departmental Heads as the target audience.

1. Awareness on Digital Government Transformation

The objective of this joint initiative is to inform all Government funded agencies in the Public Service of the HRM Digital Transformation Roadmap the DICT in collaboration with DPM and DoT has embarked on for the years going forward. The following strategic integrated agendas will be conducted in alliance with DPM/DICT/DoT for all departmental heads on Monday 25th April (8.00am – 12noon)

- 1.1 Department of Information, Communications and Technology
 - Digital Government Transformation Policy and Strategy;
- 1.2 Department of Personnel Management
 - Staffing & Establishment Reviews
 - HRM Managers Forum

- Digitalization of the Public Service General Order 3 and others (Workflow Automation of the HRM Business Processes associated with GO3 and others)
- Business Analytics (HRM/Personnel Emoluments Dash Board Reports); and

1.3 Department of Treasury

- Digital Consolidation of the 2023 Personnel Emoluments Budget using the Personnel Emoluments Reporting Dashboards.

2. 2022 Human Resource Manager's Forum

The HRM Managers Forum will be advocating the digitalization of the Public Service General Orders and automation of all associated HRM business process on the first day (Monday, 25th April 2022) of the conference. Business analytics project using dashboard reports on various personnel emoluments related data is also an integral part of the digital transformation. Access to fortnightly PE dashboard reports will be allocated to agency heads and HRM Managers and practitioners at the conference.

3. 2022 Staffing and Establishment Reviews

Furthermore, the following General Order forms are to be compiled to Pay 06/2022 (Pay Period Ending 23-March-2022) in preparation for agency Staffing & Establishment consultations;

- | | | |
|--|---|--|
| a. Form RS3.17 | - | Positional Occupancy Register |
| b. Form RS3.18 | - | Unattached Officer List |
| c. Form RS3.19 | - | Short/Long Term Suspensions List |
| d. Form PAT4.10 | - | Personal Details of Unattached/Excess Officers |
| e. Form PAT4.11 | - | Register of Officers for Retirement |
| f. Table OD1 | - | Establishment & Staffing Matrix by Pay Grade |
| g. Table OD2 | - | PE Expenditure Matrix by Pay Grade |
| h. Table OD3 | - | Casuals paid from other sources |
| i. Form OD 2.5 | - | Establishment Cost Summary |
| j. Form OD 2.6 | - | Establishment Comparison Table |
| k. Fino 3 & 4 | - | To be provided by Department of Finance |
| l. Other personnel emoluments related expenditure paid outside of the Ascender Pay IHRP System (PGAS/IFMS to be provided by DoF) | | |
| m. Copy of current agency Corporate Plan | | |

All Heads of Government organisations, Provincial Administrators, CEO's of PHA's and relevant HRM support teams are invited and encouraged to attend this conference given the importance of your role as digital transformation colleagues.

Furthermore, we emphasis the attendance of HR Managers, Finance Managers, Budget Officers, ICT Managers/Officers, OD Officers and Staffing & Establishment Officers and OIC – Teachers' salaries to participate in the review. The officers are expected to provide details per the attached Budgets template, S&E template and teachers data for payroll reconciliation purposes.

“RISE UP, STEP UP, SPEAK UP”

PO Box 519, WAIGANI, 131, NCD, Papua New Guinea

Telephone: (675) 327 6379 / 327 6422 / 327 6447 Facsimile: (675) 325 0520 Website: www.dpm.gov.pg

The theme of this conference is "**HRM DIGITAL TRANSFORMATION**". **Schedule 1 - Schedule 9** (Programs) are attached for your ease of reference and guide. Refer to specific program applicable to your agency.

Cadre of ICT experts and HR personnel with direct responsibilities managing HRM and ICT are also advised to attend. Regional conferences are also scheduled for Provincial Health Authorities, Provincial Administrations, Provincial Education Divisions and District Administrations specifically for this group. Refer to **Schedule 10** (Summary of Consultative Sessions).

All Consolation Workshops will be held in Port Moresby from the 26th April to the 6th May, 2022. The attached schedule will provide a guide for ease of reference. The cost for the officers from the Sub-National level travelling into the National Capital District is the responsibility of the Agencies.

Your attendance at this conference is beneficial for your organisation and contributes immensely to the government's digital transformation objectives. My organising team will be confirming your attendance and relevant representatives from your agency.

It is critically important that the Staffing and Establishment Templates indicated in pointer 3 has to be completed in full reflecting data as at Pay 6. Further to that the attached S&E template will have to be populated reflecting Agency records on Pay 6.

For further information, the following Officers can be contacted,

1. Ms. Roselyn Wrakuavia – Coordinator S&E and Director National Agencies on telephone **3276427** and Mr Gerald Yuasise, Manager HRAS – **3276366**
2. Mrs Rhymbi Kokiva – Director NGI on telephone **3276355 or 3276494**
3. Mr. Gabriel Woiang – Acting Director Highlands on telephone **3276458** and **3276330**
4. Mr Yetrus Buka – Acting Director Southern Region on telephone **3276352** and **3276359**
5. Ms. Christine Rupen – Acting Director Momase on telephone **3276307**
6. Ms. Eileen Gini – Assistant Secretary - Budget Policy, Treasury on telephone **3133539**
7. Mr. Winfred Giyopo – Acting FAS Budget Analysis Coordination, Treasury on telephone **3133539**

Yours sincerely,


TAIES SANSAN (MS)
Secretary

