



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO. 05 OF 2023

DATE: 16 March 2023
FILE: SEC: hras hrf:1-23

**TO: ALL HEADS OF: NATIONAL DEPARTMENTS
PROVINCIAL ADMINISTRATIONS,
PROVINCIAL HEALTH AUTHORITIES
PUBLIC FUNDED AUTHORITIES**

**SUBJECT: INVITATION TO ATTEND AND PARTICIPATE IN THE ANNUAL
HUMAN RESOURCE MANAGERS FORUM AND THE SECOND
QUARTER STAFFING AND ESTABLISHMENT REVIEW WORKSHOP**

This Circular Instruction serves to inform all Heads of government agencies of the two upcoming and very important workshops for all HR practitioners from 30-31 March 2023 for the HR Forum and Staffing and Establishment from 24th April- 19th May, 2023 which will be held in Port Moresby.

The Department of Personnel Management in responding to various NEC Decisions (304/2016, 71/2017) that are still current including recently introduced Decisions (109/2019) and other undertakings by the Government to address the issues of over expenditures in Pay Bill has been implementing a number of strategies across the Public Sector. The department has also been reviewing, assessing and reporting on agencies performance in terms of their Human Resources and Personnel Emolument Budgets.

With the current ongoing exercises, the department is also of the view that, all Public Sector must understand the National Government's expectations and work towards meeting those expectations. The hosting of the forum and the workshop will enable DPM to communicate to the Public Service on the Decisions of the government and how they can individually contribute positively to achieving the desired outcomes.

Therefore, it is critically important that representatives of all Public Sector Agencies in receipt of this Circular Instruction must attend the forum and the workshop. As scheduled, the 2023 Staffing & Establishment workshop will be conducted from the 24th April 2023- 19 May, 2023.

The theme for this year's forum and the Staffing and Establishment is **"Data Driven Leadership and Decision Making"**. Speakers on this topic will project data as the

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central to Decision Making processes and ensuring Leadership Decisions are based on credible data

We also anticipate of the forum as an avenue to enable participants to access information on current National Government initiatives and expectations in light of various decisions. DPM's position in terms of structural and strategic HR Reforms, capacity development initiatives for all levels of the Public Service workforce and HR ConNECT cost control measures through OSPEAC activities.

Part 2. Second Quarter Staffing and Establishment Review Consultative Workshop

The issue of Personnel Emoluments over expenditure of the Public Service each year continues to remain a challenge to overcome. This is attributed to various poor HR decisions and non-compliance to instructions and Decisions from the Government and through established committees such as the Organization Staffing Personnel Emoluments Auditing Committee (OSPEAC).

We have the opportunity through the Staffing Establishment Consultative review workshop every year to put things right. This is where figures in the ALESCO System are consolidated against those actually on the ground. This exercise is critically important as it avails to the decision makers credible and reliable data and information to assist in decision making and appropriation of limited resources accordingly.

The Agencies are requested to complete the following forms to be submitted during the review session (All data should be based on pay period No.5 of 2023)

1. Form 3.17. Establishment Register- Positional Occupancy (the form to be formatted on Excel with costings of each individual position as per approved ECT)
2. Form 4.10. Unattached Form
3. Form 4.11. Retiree Form
4. OD Table 1. Establishment & SOS Analysis as at Pay No. 5/2023
5. OD Table 2. OPE Expenditure Analysis
6. DPM Approved and Stamped ECT (Hard Copy)
7. Provincial Teachers Establishment Data Form
8. Treasury Budget Template

The Agencies are further tasked to prepare a 5-minute presentation on the following items to be submitted as soft or hard copy during the review session.

1. The most significant organization establishment staffing and personnel emoluments issues and/or challenges within the Department or agency (some of which may be causing overruns)
2. The most significant HR related issues and/or challenges encountered within the Department or Agency (for example: recruitment, training, redeployment, contracts management, HR policies, casual employment)
3. The impact of devolution on the department or agency's performance and/or operations.

The number of participants from each agency is limited to two i.e. Agency Head or Deputy responsible for Corporate Affairs and the HR Manager for the Forum. The targeted participants for the Staffing and Establishment Review could be the following;

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1. Human Resource Manager
2. Organization Staffing and Establishment Officer
3. Budget Officer and
4. Provincial Education Advisor
5. Provincial Teachers Staff Clerk

HR Forum and Staffing and Establishment Review Schedules

HR Managers Forum	
DATES	VENUE
30 Mar 2023	APEC Haus
31 Mar 2023	APEC Haus

Staffing and Establishment Review.		
DATES	Sectors	VENUE
24 Apr- 05 May, 2023	National Agencies	Holiday Inn
	Momase Region	Crown Hotel
08-19 May, 2023	NGI Region	Crown Hotel
	Southern Region	Crown Hotel
	Highlands Region	Crown Hotel

The Forum and the Workshop are both important events for the Public Service therefore, your agency's participation is of paramount priority. This is an opportunity to learn new things or of what the government is currently doing and to consolidate data to assist the government make informed decisions for the Public Service.

The program for the Forum will be issued at the Registration table during the start of the Forum. **A reminder that individual agencies will be responsible for the cost (Airlines, Accommodation and Travel Allowance) for their participants for the Forum.**

For further clarifications or assistance do not hesitate to contact the following event organizers

Name/Designation	Phone	Email
1. Rhympi Kokiva Director- NGI Region (Coordinator)	327 6355	rhympi_kokiva@dpm.gov.pg
2. Yetrus Buka A/Director- Southern Region (HR Forum)	327 6360	yetrus_buka@dpm.gov.pg



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