



DEPARTMENT OF PERSONNEL MANAGEMENT

Office of the Secretary

CIRCULAR LETTER

TO : HEADS OF GOVERNMENT AGENCIES
PROVINCIAL ADMINISTRATORS
CHIEF EXECUTIVE OFFICERS (PHAs)
HR MANAGERS
ORGANISATION DESIGN OFFICERS

DATE : 19th FEBRUARY, 2024

SUBJECT : DATA CLEANSING
EXERCISE FOR THE ASCENDER PAY INTEGRATED
HR/PAYROLL SYSTEM VERSION UPGRADE

The Department of Personnel Management has embarked on a major reform to transform the public service workforce and digitalize its human resources management processes.

DPM is now taking a collaborative approach in reaching out to its clientele, informing its HR clients on the roadmap and direction being undertaken as it upgrades the Pay Roll system.

DPM has taken initiative to embrace digital transformation of its Human Resources Business processes and aims to drive enabling strategies in its Human Resources Roadmap (Public Service HRD Strategic Plan 2020-2050), its Corporate Plan (2023-2027) and the Medium Term Development Plan 4 (2023-2027). Both the Medium Term Development Plan 4 (2023-2027) and DPM's Corporate plan (2023-2027) have consolidated the digitalization of human resource services hence a consultative forum which DPM will undertake as follows;

Date : 26th – 28th March
Venue: APEC Haus

“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 key objective of this joint venture is to inform all HRM and ICT Units in the public service of the Digital HR Transformation Program and its critical enablers.

The Digital HR Transformation Program has six (6) key components;

1. Component 1 - Version Upgrade of GoPNG's Ascender Pay Integrated HR Payroll System
2. Component 2 - Automation of the HR Business Processes Workflows
3. Component 3 - Automation of the General Orders - (eRecruitment Module)
4. Component 4 - Digital HR Reporting (HR Dashboards)
5. Component 5 - Performance Management System (PMS)
6. Component 6 - Functional Expenditure Review (FER)

Priority focus is on Component 1, 2 and 3 and preparatory work require the following key documentation from Human Resource (HR) and Organisation Design (OD) Officers.

These requirements must be produced (soft/hard copies) before the scheduled consultative forum;

1. Agency Latest Approved Establishment Comparison Tables (ECT)
2. Confirmed Agency Unattached and Retirees Listings.
3. Employee Information Data Sheet.
4. Scanned copies of Employee Leave History Cards
5. Job Descriptions
6. Position Occupancy Register

All HR Officers are required to attend and bring the above documents to the forum.

A comprehensive Data Cleansing Strategy with associated training schedules will be shared during the consultative sessions.

All participants who will attend the Forum are to register online by clicking on the link www.dpm.gov.pg/events to confirm participation. Further information on how to collate data for the required documents can also be found in the provided link.

For further queries please contact the following; **Philomena Iorive** on piorive@dpm.gov.pg or **Susie Sogoromo** on ssogoromo@dpm.gov.pg or on **327 6332** or **327 6412**

Yours sincerely

MS TAIES SANSAN (MS)
Secretary



“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