



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

**CIRCULAR INSTRUCTION NO. 07 OF 2024**

**DATE: 08<sup>th</sup> May, 2024**  
**FILE: SEC: 1-4-12(A)**

**TO: ALL HEADS OF: NATIONAL DEPARTMENTS  
PROVINCIAL ADMINISTRATORS,  
PUBLIC HOSPITALS & PROVINCIAL HEALTH  
AUTHORITIES  
PUBLIC FUNDED AUTHORITIES**

**SUBJECT: 2024 WHOLE OF GOVERNMENT STAFFING & ESTABLISHMENT  
REVIEW EXERCISE.**

This Circular Instruction serves to inform all Heads of government agencies of the 2024 Whole of Government Staffing & Establishment Review exercise which is to be undertaken at the agency level in the Month of May and June, 2024.

The Department of Personnel Management has taken a different approach to this year's review exercise in which, there will be no formal workshop or consultation to be conducted. Instead, DPM will be doing desktop reviews on Agencies S&E Data using the payroll system.

Respective agencies will be provided with their Agency summary data as of pay 06/2024 which will be used as a guide in your individual reviews and to complete the necessary S&E forms. DPM anticipates individual agencies reviews to be completed strictly according to the tentative dates provided and the submission of the S&E Forms to DPM no later than the stipulated date below. Failure to submit the S&E Data on the given date may result in your agency data not being included in the consolidated Data that will be forwarded to Treasury for Budgetary Decisions.

Tentative Schedule to guide and assist agencies in their reviews

Key Dates	Key Activities	Agency Level	DPM Level
17 May, 2024	Dissemination of Agency Summary Data and the S&E Forms		DPM to coordinate
20-31 May, 2024.	Individual Agencies to Complete S&E Forms, Questionnaire & Prepare Necessary Documents	Respective Agencies	DPM to continue with Desktop Reviews

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03- June, 2024	Submission of Completed S&E Forms & the Completed S&E Questionnaire	Respective Agencies	DPM to collect S&E Forms
4 June, 2024	Consolidation of Data and S&E Report		DPM
28 June, 2024	Submission of Report to Treasury		DPM

The Agencies are requested to complete the following forms to be submitted on the above nominated date. All data should be based on pay period No.6 of 2024.

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 3.18 Unattached List
3. Form 3.19 Long & Short Term Suspension List
4. Form 4.10. Unattached Form (Include reasons for being unattached)
5. Form 4.11. Retiree Form (Start from 55-59, 60-64 and 65)
6. OD Table 1. Establishment & SOS Analysis as at Pay No. 6/2024
7. OD Table 2. PE Expenditure Analysis
8. OD Form 2.5 DPM Approved Cost Summary (Soft Copy)
9. OD Form 2.6 DPM Stamped Approved ECT (Soft Copy)
- 10.S&E Budget Template
- 11.**In addition to the above listed forms, all Agencies are required to complete the attached S&E Questionnaire as a requirement.**

The completed S&E Forms are to be submitted to DPM electronically through the email contacts provided or upload them on our website. Alternatively, hard copies of forms can be submitted at DPM through the National and Regional Directors Office.

Regional Offices	Phone	Email
New Guinea Island Region	327 6355	<a href="mailto:apepa@dpm.gov.pg">apepa@dpm.gov.pg</a>
Momase Region	327 6360	<a href="mailto:gyami@dpm.gov.pg">gyami@dpm.gov.pg</a>
Highlands Region	327 6330	<a href="mailto:swaninara@dpm.gov.pg">swaninara@dpm.gov.pg</a>
Southern Region	327 6352	<a href="mailto:rtioti@dpm.gov.pg">rtioti@dpm.gov.pg</a>
National Agencies	327 6412	<a href="mailto:nnangi@dpm.gov.pg">nnangi@dpm.gov.pg</a> / <a href="mailto:hpolume@dpm.gov.pg">hpolume@dpm.gov.pg</a>

For further clarifications or assistance do not hesitate to contact the above staff or your respective Regional Directors here at DPM.

  
  
**TAIES SANSAN (MS)**  
 Secretary

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