



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO. 8 OF 2024

TO : HEADS OF GOVERNMENT AGENCIES
PROVINCIAL ADMINISTRATORS
CHIEF EXECUTIVE OFFICERS (PHAs)

DATE : 24th MAY, 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. One of the initiatives is to digitalize the Public Service Human Resources Management processes.

The Department is now taking a collaborative approach in reaching out to its clientele of the GoPNG IHR/Payroll system using Ascender Pay version 12, and informing them on the roadmap and direction being undertaken to Digitalize the HR Business Processes.

The other key activity DPM is undertaking in 2024 is the Whole of Government Data Cleansing exercise in preparation to upgrade the Ascender Pay Integrated HR Payroll System.

The Data Cleansing consultative forum undertaken early this month resulted in 74 agencies registering on-line to participate. Agencies who registered to participate were required to bring the documents listed below to the 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

From the 74 agencies who registered, ONLY 34 submitted the required documents. Attached to this Circular is the list of agencies who have submitted the required documents.

This Circular Instruction now serves to inform all agencies who are yet to submitted all the required documents to immediately do so. Agencies paid through the Government Payroll who have not attended the Data Cleansing Forum are required to contact our liaisons to collect the templates for capturing the necessary data.

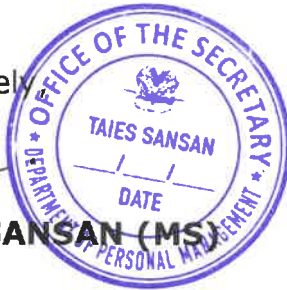
All agencies listed in the attached spreadsheet are required to either send in outstanding documents or if you have not sent in any documents, do make every effort to submit the documents as listed.

Additional information and or clarification regarding the required documents must be communicated through the following personnel;
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