



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

**CIRCULAR INSTRUCTION NO. 8 OF 2025**

**TO : ALL HEADS OF NATIONAL DEPARTMENTS,  
ALL PROVINCIAL ADMINISTRATORS,  
ALL CHIEF EXECUTIVE OFFICERS (PHAs)  
ALL HR MANAGERS**

**DATE: 02 JUNE 2025**

**SUBJECT: 2025 WHOLE OF GOVERNMENT STAFFING AND STABLISHMENT  
REVIEW EXERCISE**

This Circular Instruction serves to inform all Heads of Government Agencies of the 2025 Whole of Government Staffing and Establishment Review exercise which is to be undertaken at the agency level in the month of June and July, 2025.

The Department of Personnel Management will be conducting desktop reviews on Agencies' S&E data using the payroll system, similar to the approach taken last year.

Respective agencies will be provided with their agency summary data as of pay 10/2025 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 dates below. Failure to submit the S&E data on the given dates may result in your agency data not being included in the consolidated data that will be forwarded to the Department of Treasury for Budgetary Decisions.

Tentative Schedule to guide and assist agencies in their reviews;

Key Dates	Key Activities	Agency Level	DPM Level	Venue
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**"RISE UP, STEP UP, SPEAK UP"**



02-06 June 2025	Dissemination of Circular Instruction together with agencies' summary data and the S&E forms		DPM to coordinate	
09-13 June 2025	Individual agencies S&E reviews	Respective agencies	DPM to continue with desktop reviews	CGO Ground floor and Level 3 Conference rooms
16-20 June 2025	Submission of completed S&E forms	Respective agencies	DPM to collect S&E forms	
20 June 2025	Deadline of completed S&E forms	Respective agencies	DPM to collect S&E forms	
23 June-18 July 2025	Consolidation of data and S&E report		DPM	
25 July 2025	Submission of Report to Treasury		DPM	

The agencies are requested to complete the following forms to be submitted on the above-mentioned date of 20 June 2025. All data should be based on Pay Period No.10 of 2025.

1. OD Form 2.6      Establishment Comparison Table
2. Form 3.17      Establishment Register - Position Occupancy Register (the form to be formatted on Excel with costings of each individual position as per approved ECT)
3. Form 4.10      Unattached Form (Include reasons for being unattached)
4. Form 4.11      Retiree Form (60-64 and 65 over)
5. OD Table 1      Establishment & SOS Analysis as at Pay No.10/2025
6. OD Table 2      PE Expenditure Analysis
7. DPM Stamped Approved ECT (Hard copy)

The completed S&E forms are to be submitted to DPM electronically through the email contacts provided or can be submitted as hard copies at DPM through the Regional Directors Office.

**"RISE UP, STEP UP, SPEAK UP"**



Regional Offices	Contact Person	Telephone	Email
New Guinea Island Region & Administrative Sector	Mr. Uakai Bouauka	327 6307	<a href="mailto:ubouauka@dpm.gov.pg">ubouauka@dpm.gov.pg</a>
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Southern Region & Infrastructure, Law & Order Sector	Mr. Albert Pepa	327 6368	<a href="mailto:apepa@dpm.gov.pg">apepa@dpm.gov.pg</a>

For further clarifications or assistance, please do not hesitate to contact the above staff or your respective Regional Directors.

  
**TAIES SANSAN (Ms.)**  
 Secretary



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