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THIS SUBJECT PLEASE QUOTE NO. ....



MINISTRY OF PUBLIC SERVICE

P.O. Box 7003

KAMPALA, UGANDA

ADM 235/01 THE REPUBLIC OF UGANDA

August 3, 2007

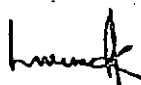
## ESTABLISHMENT NOTICE NO 4 OF 2007

### THE REVISED STAFF PERFORMANCE APPRAISAL SYSTEM

In order to ensure effective assessment of performance, a new Staff Performance Appraisal Scheme, based on the principles of Results Oriented Management (ROM) was introduced in the Public Service with effect from 1<sup>st</sup> July 2002.

2. During implementation, it was observed that the Performance appraisals were not being conducted timely and in accordance with the guidelines. The main reason advanced was that the form was too detailed and difficult to fill. In view of these concerns, the form has been reviewed and simplified. The Guidelines for the Managers and Users have also been revised.
3. The new features that have been introduced are:-
  - (a) One form has been provided for all public officers;
  - (b) Roles and responsibilities of different actors have been defined;
  - (c) Guidance on rewarding good performance and managing unsatisfactory performance has been provided;
  - (d) Comprehensive guidelines including a Performance Plan Form and Quarterly Review Form; and
  - (e) There is emphasis on continuous monitoring of performance.
4. Responsible Officers should therefore, ensure that:-
  - (i) Intensive training and sensitization of staff is carried out;
  - (ii) Performance appraisal is conducted according to schedule;
  - (iii) Forms for all officers are completed by 31<sup>st</sup> July every Financial Year and 31<sup>st</sup> January in the case of teachers;
  - (iv) Good performance is recognized and remedial action is taken in case of poor performance; and
  - (v) All public officers fill the Performance Appraisal Forms timely and correctly.

- (vi) Copies of the Appraisal Form are reproduced from the provided Compact Disk (CD) or Ministry Website. In so doing, they should however ensure that the format is maintained.
5. Responsible Officers shall be personally held responsible for failure or irregular completion of staff Performance Appraisal Forms.
  6. The Ministry of Public Service will monitor the implementation of the appraisal process, and offer technical support and guidance, whenever necessary.
  7. The revised Performance Appraisal Form will be used with effect from the Financial Year 2007/2008. All Appraisers and Appraisees should therefore, immediately agree on the key outputs, performance targets, and indicators, by completing the Performance Plan Form.
  8. The Performance Appraisal Form and Guidelines for Managers and Users can be obtained from the Ministry Website: [www.publicservice.go.ug](http://www.publicservice.go.ug).
  9. Attached are:-
    - (i) A Compact Disk (CD) containing a copy of the Performance Appraisal Form.
    - (ii) Copies of the Performance Appraisal Guidelines which should be availed to all Public Officers in your institution.



Jimmy R. Lwamafa  
**PERMANENT SECRETARY**

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