



**THE PRESIDENCY
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION**

Permanent Secretary, Career Management Office

Federal Secretariat Phase II, Shehu Shagari Way, Central District P.M.B 248, Abuja

CIRCULAR

HCSF/CSO/HRM/POL.1681/I/157

5th August 2025

**All Permanent Secretaries
Accountant-General of the Federation
Auditor-General for the Federation
Surveyor-General of the Federation**

**PERFORMANCE MANAGEMENT SYSTEM (PMS)
IMPLEMENTATION IN CORE MDAs:**

2025 2ND QUARTER MONITORING AND EVALUATION

The Office of the Head of the Civil Service of the Federation will be deploying a team of two (2) Officers to your Ministries, Extra-Ministerial Department and Agency (MDA) to conduct an on-the-spot assessment of the level of implementation of the Performance Management System (PMS). The visit is scheduled to hold from **Monday, 11th – Friday 15th August 2025**.

2. The assessment team will engage with the Directors of Planning, Research and Statistics (PRS) and Human Resource Management (HRM) to verify the extent to which key PMS activities have been implemented, using the attached Monitoring and Evaluation (M&E) template as a guide.
3. Please ensure that all relevant documents, personnel and resources required for the seamless conduct of the exercise are made readily available to the visiting team.
4. Kindly bring the content of this Circular to the attention of the Directors Human Resource Management/Administration and Planning, Research and Statistics for compliance.

Fatima Sugra T. Mahmood (Mrs.) FSM
Permanent Secretary, Career Management Office

2ND QUARTER, 2025 MONITORING & EVALUATING THE IMPLEMENTATION OF THE MODERN PERFORMANCE MANAGEMENT SYSTEM IN CORE MDAS

Ministry of _____

						Date of Visit/Discussion:			
S/N	REQUIRED ACTIVITY	STATUS Yes/No			Weight	Status	When	Evidence	Comments
1	Has your MDA Conducted 2025 PMS Retreat/Review and Revalidation of MPMS for 2025 PMS cycle				5				
2	How many staff in your MDA have signed their Performance Contracts for 2025?	GL 15 -17	YES	NO	2				
		GL 12 - 14	YES	NO	2				
		GL 7 -10	YES	NO	3				
		GL 6 & Below	YES	NO	3				
3	How many staff in your MDA have completed their 1st quarter monthly reviews and appraisal for 2025?	GL 15 -17	YES	NO	2				
		GL 12 - 14	YES	NO	2				
		GL 7 -10	YES	NO	3				
		GL 6 & Below	YES	NO	3				
4	How many staff in your MDA have completed their 2nd quarter monthly reviews and appraisal for 2025?	GL 15 -17	YES	NO	2				
		GL 12 - 14	YES	NO	2				
		GL 7 -10	YES	NO	3				
		GL 6 & Below	YES	NO	3				
5	% adoption and utilization of MPMS in your MDA				5				

Signature

S/N	REQUIRED ACTIVITY	STATUS Yes/No			Weight	Status	When	Evidence	Comments
6	% adaptation of MPMS to accommodate changes in the organizational priorities and goals of your MDA				5				
7	Has your MDA acquired PMS Software for Performance Management System Automation?				5				
8	Are you conducting Performance Appraisals with the PMS Software?				5				
9	% of updates and enhancements to your MDA's PMS IT solution implemented based on user feedback and changing needs				5				
10	Number of surveys conducted in your MDA to receive feedback for identification of areas for system improvement.				5				
11	Number of PMS Champions that are continuously trained on Performance Management processes for 2025 in your MDA				5				
12	Number of PMS Core Team that are continuously trained on Performance planning and target setting framework (MPMS and EPMS) in your MDA?				5				
13	Number of Supervisory staff that are continuously trained on Performance Review/Appraisal Processes in your MDA?				10				

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S/N	REQUIRED ACTIVITY	STATUS Yes/No			Weight	Status	When	Evidence	Comments
14	Is there an Internal Performance Monitoring & Reporting System (Dashboard) for PMS (in place in your MDA? YES or NO (If YES, please provide evidence)		YES	NO	3				
15	Number of Admin Officers Sensitized by your MDA on HR Professionalisation				3				
16	Number of Admin officers that have received their HR professional certifications (provide evidence)				3				
17	Number of Agencies in your MDA (Provide Evidence)				2				
18	Number of Departments in your MDA (Provide Evidence)				2				
19	Does your MDA judiciously observe the PMS Day? (Thursdays) YES or NO				2				
					100				

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