



DEPARTMENT OF PERSONNEL MANAGEMENT

CIRCULAR INSTRUCTION NO: 05 OF 2020

DATE: 11 FEBRUARY 2020

FILE: SEC:1-4-12 (A)

**TO: ALL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
ALL HEAD OF OTHER PUBLIC AUTHORITIES**

**IMPLEMENTATION OF SPECIAL GENERAL ORDER NO. 11 OF 2019 ON
PUBLIC SERVICE COST SAVING MEASURES AS DIRECTED THROUGH NEC
DECISION NO. 109/2019 TO BE EFFECTED IMMEDIATELY**

Department of Personnel Management is conducting a three days' workshop on the implementation of the Special General Order No. 11 of 2019 as directed through National Executive Council Decision No. 109/2019 on the Public Service Cost Saving Measures.

Marape/Steven Government's vision is to take back PNG, and one of the key priorities identified by the Ministry of Public Service is to take immediate steps to control the ever increasing personnel emoluments budget and to stop leakages in general administration that leads to financial wastages in the Public Service.

Therefore, the three days' workshop is very important in which you will be inducted into the implementation plan this Department will be executing in response to the NEC Decision.

The presentation will introduce you to the following areas of priority in this order.

- 1. Re-organizations and Re-classifications**
- 2. Selection, Recruitment and Appointments**
- 3. Salary and Allowances**
- 4. and Time Keeping**
- 5. Vehicle Usage**
- 6. Part Time and Casual Employees**
- 7. Retirement and Redundancy**
- 8. Staffing and Establishment**

- 9. Gender Equality and Social Inclusion**
- 10. Promotion and Strong and Ethical Leadership**
- 11. Re-establishment of Regional and National Offices and Staffing Arrangements**

Important Point to Note:

All HR powers and responsibilities delegated in 2007/2008 has been temporary withdrawn for two years commencing in 2020 to 2021.

TARGET GROUP:

1. Deputy Secretaries/Administrators
2. Directors, Corporate Services
3. HR Managers

Note: Three (3) members from each group.

WORKSHOP DATES:

1. 11th March, 2020

- i. Special General Order 11 implementation.

2. 12th March, 2020

- i. Staffing and Establishment Planned Review
- ii. Retirement and Redundancy Strategy

3. 13th March, 2020

- i. Public Service (*Management*)(*Amended*) Bill, 2019
- ii. Performance Management System
- iii. Strategic HRD Plan

VENUE: Treasury Haus, Level 5 Conference Room, Port Moresby

TIME: 8.00am for Registration

Workshop program to be picked up at the conference venue.

TRAVEL ARRANGEMENTS:

Due to financial limitation, all Provincial invitees are kindly requested to meet their own travel expenses.

In preparation towards this workshop, please revisit the attached NEC Decision No. 109/2019 and Circular Instruction No. 11/2019.

For further information and confirmation of your attendance, please consult with the following officers:

Region	Officer	Designation	Contract Details
Highlands	Mr. Desmond Timothy	Acting Director	Telephone: 327 6348 Email: desmond_timothy@dpm.gov.pg
Southern	Mr. Ray Johns	Acting Director	Telephone: 327 6352 Email: ray_johns@dpm.gov.pg
National Agencies	Ms. Roselyn Wrakuavia	Acting Director	Telephone: 327 6427 Email: roselyn_wrakuavia@dpm.gov.pg
Momase	Ms. Constance Baisi	Acting Director	Telephone: 327 6369 Email: constance_baisi@dpm.gov.pg
NGI	Mrs. Rhymbi J Kokiva	Acting Director	Telephone: 327 6355/327 6494 Email: rhymbi_kokiva@dpm.gov.pg

Colleagues and fellow public servants, this is a very important initiative of the Government and I urge you all to give this workshop a priority to attend so that you can be better informed of how this SGO.11 will be implemented.

I look forward to meeting you all at this three days' workshop.


TAIES SANSAN (Ms)
Secretary



Attach: