



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 15, 2020

**OFFICE MEMORANDUM**

No. **534**, s. 2020

To: FD Section Heads  
Finance Division Personnel  
All Others Concerned

**CY 2020 FINANCE DIVISION YEAR-END ASSESSMENT  
AND PERFORMANCE EVALUATION**

1. The Finance Division, this Office shall hold its CY 2020 YEAR-END ASSESSMENT AND PERFORMANCE EVALUATION on December 21-22, 2020 at the RELC Training Hall, to be participated in by all Finance Division personnel.
2. The objectives of the activity are as follows:
  - a. Completion, validation and reporting of individual completed tasks from January to November;
  - b. Assessment and Evaluation of the work assignment of all staff and provide technical assistance on relevant tasks;
  - c. Presentation of Consolidated Accounting and Budget Section highlight of Year-end Accomplishments.
3. All FD personnel are directed to report to the office on the dates specified to facilitate presentation of their Portfolio of Accomplishments as indicated in their approved CY 2020 IPCR target for review, validation and approval.
4. Meals shall be provided charged to the MOOE allocation of the division, subject to existing accounting and auditing rules and regulations.
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.

FD-AS-MDT

DEPARTMENT OF EDUCATION  
REGION VIII, EASTERN VISAYAS  
**RELEASED**

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Director IV

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Date / Issuing No.



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