



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

February 28, 2024

**OFFICE MEMORANDUM**  
ORD -2024- **134**

**QUARTERLY INTERNAL PROGRAM IMPLEMENTATION REVIEW-CUM-  
PERFORMANCE EVALUATION OF THE FINANCE DIVISION  
FOR CALENDAR YEAR 2024**

To: Finance Division Personnel  
All Others Concerned

1. The Finance Division (FD) shall conduct its Quarterly Internal Program Implementation Review (PIR) for Calendar Year 2024 on the following schedules:

<b>QUARTER</b>	<b>DATE</b>	<b>ACTIVITY</b>
Quarter 1	March 25-26, 2024	Internal PIR
Quarter 2	June 27-28, 2024	Internal PIR and Mid-Year Performance Review
Quarter 3	September 26-27, 2024	Internal PIR
Quarter 4	December 19-20, 2024	Internal PIR and Year-End Performance Review

2. This activity aims to:
- review the Finance Division Operations Manual;
  - review, update, and make necessary/appropriate adjustments on the Work and Financial Plan of the division for the succeeding quarters;
  - monitor, review and evaluate the accomplishments of the division;
  - review and evaluate the performance of FD personnel and/ adjust work assignments necessary for the succeeding semester; and
  - discuss relevant matters, issues and concerns.

3. The participants to this activity are listed below:

<b>FD Personnel</b>	<b>Number</b>
Office of the Chief	3
Accounting Section	8
Budget Section	5
COS	2
<b>TOTAL</b>	<b>18</b>

4. Expenses incurred relative to the conduct of this activity shall be charged against the RO-FD fund subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *a*

FD-GJF

