



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

March 13, 2024

OFFICE MEMORANDUM

AD-2024- **160**

**QUARTERLY PROGRAM IMPLEMENTATION REVIEW OF
THE ADMINISTRATIVE DIVISION**

To: Chief, Administrative Division
All Others Concerned

1. This Office, through the Administrative Division, shall conduct its Quarterly Program Implementation Review (PIR) on July 4, 2024, October 1, 2024 and December 11, 2024 for Quarters 2, 3 and 4 respectively of CY2024 at the Administrative Division Conference Room, DepEd RO8, Government Center, Candahug, Palo, Leyte.
2. The activity aims to assess the accomplishments of the Administrative Division vis-à-vis its quarterly targets reflected in the approved 2024 Work and Financial Plan (WFP). The output of the activity shall serve as basis for the crafting of Catch-Up plans, if necessary, for the unmet targets and adjustments of the WFP for the succeeding quarter.
3. The participants are all personnel of the Administrative Division to include the Chief and the Supervising Administrative Officer.
4. Lunch and two (2) snacks shall be served to the participants chargeable against the MOOE/fund of the Administrative Division subject to the usual accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director *gry*

AD-EEC

