



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

August 7, 2024

REGIONAL MEMORANDUM

FD – 2024 - **892**

**DISSEMINATION OF THE SUBMISSION OF FISCAL YEAR (FY) 2024 MID YEAR
AGENCY PERFORMANCE REVIEW (APR) REPORT AND CONDUCT OF
APR CONSULTATION-CUM-FULL TIME DELIVERY
UNIT (FDU) MEETING**

To: Schools Division Superintendents
School Heads of Implementing Unit Secondary Schools
All Others Concerned

1. Attached is an Advisory from the Department of Budget and Management (DBM) dated August 2, 2024 with the subject: **Submission of Fiscal Year (FY) 2024 Midyear Agency Performance Review (APR) Report and Conduct of APR Consultation cum Full Time Delivery Unit (FDU) Meeting**, for information and guidance of all concerned.
2. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

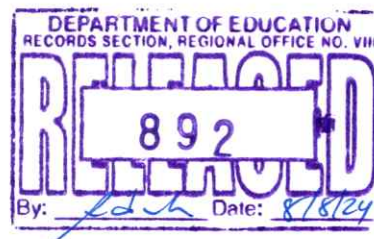
Enclosures: as stated

References: as stated

To be indicated in the Perpetual Index under the following subjects:

APR FDU

FD-BS-GJNC





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REGION VIII - EASTERN VISAYAS

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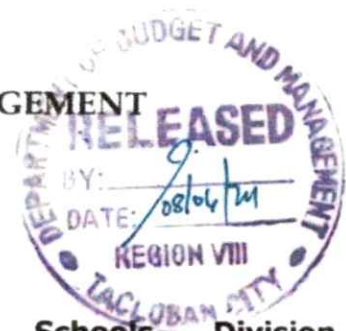
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

ADVISORY
August 2, 2024



FOR : **The Regional Director and Schools Division Superintendents, Department of Education (DepEd) – Region VIII**

FROM : The Regional Director, DBM RO VIII

SUBJECT : **SUBMISSION OF FISCAL YEAR (FY) 2024 MIDYEAR AGENCY PERFORMANCE REVIEW (APR) REPORT AND CONDUCT OF APR CONSULTATION CUM FULL TIME DELIVERY UNIT (FDU) MEETING**

1.0 Relative to the mandate of our Department to conduct review of agency performance pursuant to DBM Circular Letter (CL) No. 2018-13¹ dated November 22, 2018, this office will conduct the FY 2024 Midyear APR consultation cum FDU meeting on **August 23, 2024 (Friday at DBM Conference Hall (8AM – 4PM))**, to have a discussion with regards to the following:

- a. Results of the FY 2024 Midyear APR (a 10-minute presentation by the agency representative is allocated using the attached template);

Downloadable and editable PowerPoint and Excel templates are available in this link: <https://tinyurl.com/DEPED2024MYAPRTemplates>

Each agency has a designated folder in Google Drive and the respective focal persons should click the request access button to edit and/or upload the updated templates. You may also contact your respective DBM specialist to request edit access. The duly filled out templates must be submitted to this office on or before **August 12, 2024 (Monday)**.

- b. Inventory of FY 2024 Budget and Financial Accountability Reports (BFARs) submission for the period January – June 2024;
- c. Latest DBM Issuances and relevant policies;
- d. Open Forum and Consultation; and
- e. Presentation of Awards.

¹ Guidelines for the Conduct of Agency Performance Reviews (APRs) and Evaluation Thereof Effective FY 2018 and Onwards

2.0 In regard to the agreement last Midyear APR Consultation on the award for "**Best APR Presentation**" the following shall be the criteria for the presentation and its equivalent percentage:

a. Content Relevance, Clarity and Organization (50%):

- The content covers all the relevant information.
- It must address the key points or objectives of the presentation.
- The ideas/information are presented in a clear and organized manner.
- There is a logical flow of information following the prescribed sequence of presentation (i. e. physical, financial, income, refer to attached format/template).

b. Quality of Visuals (20%):

- The images, charts, and graphs are clear and relevant.
- The visuals enhance the understanding of the content.
- The presentation has a visually appealing design.
- The fonts, colors, images, and animations, if any are used effectively.

c. Delivery/Presentation Skills & Audience Connection (20%):

- The presenter effectively communicates the information.
- The presenter is confident and engaging.
- The presenter connects with the audience.

d. Time Management (10%):

- The presenter stays within the allotted time (10 minutes).
- The pacing is appropriate for the content.

3.0 Moreover, as prescribed under Section 4.3.3 of CL No. 2018-13, the following documents must be submitted to DBM prior to the scheduled APR, to wit:

a. Agency Performance Review Report (APRR);

i. Executive Summary (for reports more than 5 pages)

ii. Objectives: areas/subject for review

iii. Background

- Program/activity/project (PAP)
- Targets for the review period
- Valid obligational authorities for the period chargeable against all appropriation sources

iv. Summary of Findings

- Description of agency performance
- Explanation for deviation from targets, if any

v. Overall agency Comments/Recommendations

- Corrective measures for deviations, if any
- Proposed modification in organization, staffing, systems and procedures, management, refocusing of functions, reorganization, monitoring, etc.

- b. Unified Reporting System (URS)-Generated Budget Financial Accountability Reports (BFARs) as of June 30, 2024; and
- c. Other information relative to the agency's performance.

We would appreciate receiving the reports no later than **August 12, 2024 (Monday)**.

- 4.0 Anent this, may we **invite you and two (2) APR and FDU focal persons** to attend the activity. Likewise, please refer to the link below for pre-registration and accomplish on or before **August 16, 2024 (Friday)**:

Registration Link: <https://tinyurl.com/DEPED2024MYAPRRegistration>

- 5.0 Lastly, please submit your issues/concerns that you want to be discussed in the said meeting through the google form link below:

Issues/Concerns: <https://tinyurl.com/DEPED2024MYAPRIssues>

Kindly submit your issues/concerns **not later than August 16, 2024 (Friday)**.

- 6.0 For your guidance and compliance, please. Thank you.


IMELDA C. LACERAS, CESO III