



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

January 20, 2025

**OFFICE MEMORANDUM**

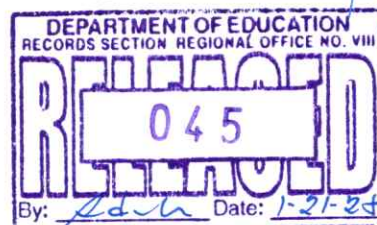
AD-2025- 045

**CONDUCT OF 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 April 4, 2025, July 4, 2025, October 3, 2025 and December 5, 2025 for Quarters 1, 2, 3 and 4 respectively.
2. The activity aims to assess the accomplishments of the Office vis-à-vis its Work and Financial Plan for 2025, identify and resolve issues and concerns, and come-up with a catch-up plan if necessary to ensure a 100% accomplishment of its 2025 targets.
3. The participants are the Administrative Division (AD) personnel, Contract of Service (COS) employees assigned at the AD, outsourced Utility Workers and Security Guards.
4. Participants shall be served with one meal (lunch) and two snacks (morning and afternoon) during the activity, which shall be charged against the Administrative Division fund, subject to the usual accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director



AD-EEC



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