



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

March 22, 2021

OFFICE MEMORANDUM

No. **131**, s. 2021

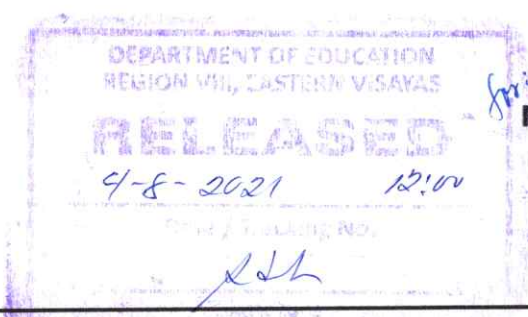
To: **Finance Division Chief
 FD Unit Heads
 FD Staff and Personnel
 All others concerned**

CONDUCT OF QUARTERLY FINANCE DIVISION INTERNAL MONITORING, EVALUATION AND ADJUSTMENT

1. The Finance Division shall conduct a Quarterly Internal Monitoring, Evaluation and Adjustment at the Finance Division, this office.
2. This activity aims to revisit its Operations Manual, Annual Implementation Plan, (AIP), Work and Financial Plan (WFP), Individual Performance Commitment and Review Form (IPCRFs), Office Performance Commitment and Review Form (OPCRF) and implement necessary adjustments for the succeeding quarter with the following schedule:

Quarter 1	April 14-15, 2021
Quarter 2	June 29-30, 2021
Quarter 3	September 29-30, 2021
Quarter 4	December 20-21, 2021

3. The participants to this activity are the Chief, Unit Heads of the Accounting and Budget Sections and all staff and personnel of the Finance Division.
4. Expenses incurred relative to the conduct of this activity shall be charged to FD fund subject to existing accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Office Memorandum is desired.



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MA. GEMMA MERCADO LEDESMA
 Regional Director *ci*

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