



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

December 13, 2022

OFFICE MEMORANDUM

No. **721**, 2022

To: Functional Division Chiefs
 Finance Division Unit Heads
 Finance Division Personnel
 All others concerned

**CONDUCT OF FINANCE DIVISION CY 2022 YEAR-END
 PERFORMANCE REVIEW AND ASSESSMENT**

1. The Finance Division, this office, shall hold its CY 2022 Year-End Performance Review and Assessment on **December 21 and 22, 2022 at the Finance Division Conference Hall and RELC-Training Center respectively.**
2. The participants to this activity are all the personnel of the Finance Division of this office. Moreover, all concerned are directed to present their respective accomplishments from January to November 2022 per approved CY 2022 IPCRF through a template to be provided through the Finance Team group chat. Unit Heads shall likewise validate the MOVs and conduct a one-on-one dialogue with all members of his/her unit for assessment and crafting of CY 2023 targets.
3. Meals shall be provided to all participants, charged to the Finance Division MOOE allocation, subject to existing accounting and auditing rules and regulations.
4. A 100% attendance and full cooperation of the participants are highly expected to ensure an orderly and smooth flow of the workshop.
5. Immediate dissemination of and compliance with this Office Memorandum are desired.

FD-GJF

