



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

January 26, 2023

OFFICE MEMORANDUM

No. **045**, s. 2023

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

**CONDUCT OF QUARTERLY INTERNAL MONITORING, EVALUATION, AND
ADJUSTMENT, MID-YEAR AND YEAR-END PERFORMANCE REVIEW
OF THE FINANCE DIVISION FOR CALENDAR YEAR (CY) 2023**

1. The Finance Division shall conduct a Quarterly Internal Monitoring, Evaluation, and Adjustment, Mid-Year, and Year-End Assessment at the Finance Division, this office.
2. This activity aims to update its Operations Manual, Work and Financial Plan (WFP), conduct the CY 2023 Mid-Year Individual Performance Review of the CY 2023 IPCRFs and Office Performance Review (OPCRF), implement appropriate and applicable adjustments for the succeeding quarter/s, and undertake Year-End Performance Review (IPCRF and OPCRf) on the following schedules:

QUARTER	DATE	ACTIVITY
Quarter 1	March 30-31, 2023	Internal MEA
Quarter 2	June 29-30, 2023	Internal MEA and Mid-Year Performance Review
Quarter 3	September 28-29, 2023	Internal MEA
Quarter 4	December 14-15, 2023	Internal MEA and Year-End Performance Review

3. The participants in 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 the FD fund subject to existing accounting and auditing rules and regulations.



5. Immediate dissemination of and compliance with this Office Memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

FD-GJF

