



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

February 5, 2025

OFFICE MEMORANDUM

FD-2025- **068**

**CONDUCT OF FINANCE DIVISION QUARTERLY INTERNAL PROGRAM
IMPLEMENTATION REVIEW (PIR)-CUM-PERFORMANCE REVIEW
AND EVALUATION FOR CALENDAR YEAR 2025**

To: Director III
Functional Division Chiefs
All Others Concerned

1. The Finance Division shall conduct its Quarterly Internal Program Implementation Review (PIR), Mid-Year Performance Review and Assessment, and Year-End Performance Review for Calendar Year 2025.
2. This activity aims to:
 - a. Review and/or update of its Operations Manual, Risk Registry, and Opportunity Registry;
 - b. Review its Work and Financial Plan and implement applicable adjustments for the succeeding quarter;
 - c. Conduct the Mid-Year Review of the Office Performance Commitment Review Form (OPCRF) and the Individual Performance Commitment Review Form (IPCRF); and
 - d. Conduct the Year-End Performance Review of the Office Performance Commitment Review Form (OPCRF) and the Individual Performance Commitment Review Form (IPCRF) on the following schedules:

QUARTER	DATE	ACTIVITY
Quarter 1	March 20-21, 2025	Internal MEA
Quarter 2	June 19-20, 2025	Internal MEA CUM Mid-Year Performance Review
Quarter 3	September 18-19, 2025	Internal MEA
Quarter 4	December 15-16, 2025	Internal MEA CUM 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 strict compliance with this Memorandum is desired.


EVELYN R. FETALVERO, CESO III
Regional Director

FD-GJF

