



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

January 19, 2026

OFFICE MEMORANDUM

AD-2026- **38**

**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 15, 2026, July 3, 2026, October 6, 2026 and December 4, 2026 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 2026, identify and resolve issues and concerns, and come-up with a catch-up plan, if necessary, to ensure a 100% accomplishment of its 2026 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 existing accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

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Officer-In-Charge
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