



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

November 11, 2020

OFFICE MEMORANDUM

**IPCR Review for CY 2020 Performance and IPCR Planning for CY 2021
of Division Office Finance Personnel**

To: Accounting Unit Personnel
Budget Unit
Internal Audit Services
All Others Concerned

1. To the desire of this Office to comply with existing policies, rules and regulations, it is timely and relevant that the financial workforce of the Schools Division Office shall come together to discuss and assess the year that has been. This is a time for us to revisit our respective duties and responsibilities and assess how we performed for year. Moreover, issues and concerns to better improve our services will be discussed as well as our performance targets for CY 2021.
2. In view hereof, all Accounting, Internal Audit Services and Budget personnel of this Office are directed to attend the said activity on December 10-11, 2020 from 8:00 AM to 5:00PM. Venue will be announced few days before the scheduled activity.
3. Meals and accommodation to be incurred by this activity shall be charged against HRTD Fund. Travel expenses of participants are chargeable against SDO MOOE subject to the usual accounting and auditing rules and regulations.
4. At the end of the activity, the participants are expected to submit the Individual Performance Commitment Review (IPCR) CY 2020 for review to their respective rater. Attendance of all participants is a must. This memorandum shall serve as your TRAVEL AUTHORITY.
5. Immediate and wide dissemination of this memorandum is hereby directed.


BIANITO A. DAGATAN Ed.D CESO V
Schools Division Superintendent 



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