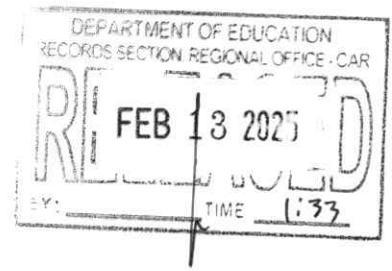




Republic of the Philippines
Department of Education
Cordillera Administrative Region



February 13, 2025

REGIONAL MEMORANDUM

No. 111-2025

SUBMISSION OF THE FISCAL YEAR (FY) 2024 ANNUAL AGENCY PERFORMANCE REVIEW REPORT (APRR) FOR SCHOOLS DIVISION OFFICES

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In compliance with DBM Circular Letter No. 2025-2 dated February 10, 2025, on the **Guidelines for the Conduct of Agency Performance Reviews (APR) covering Fiscal Year (FY) 2024** and years thereafter, Schools Division Offices are required to submit their **Division-Wide APR Report** to the Regional Office- Finance Division **on or before March 3, 2025**.

2. As outlined in the DBM Advisory, please take note of the following in the preparation of the APR Report:

1. Accomplish Annex A of CL No. 2025-2, ensuring that the following key elements are included:
 - Details of the **unobligated allotment and unpaid obligations and physical performance**.
 - **Year-on-year comparative** details of financial and physical performance.
 - **Tabular presentation** of performance gaps, **including action plan with specific actionable steps** to address them.
2. Include any **additional relevant information** concerning performance.
3. Ensure that all **physical, financial, and income data** in the APRR are **consistent with the submitted Budget and Financial Accountability Reports (BFARs)**.
4. Provide **comprehensive explanations** for any **variances** between the actual accomplishments and the **physical, financial and income targets**.



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3. Your cooperation in ensuring timely and accurate submission is highly appreciated.
4. For compliance.


ESTELA P. LEON- CARIÑO EdD, CESO III
Director IV/Regional Director

FINANCE/clp

