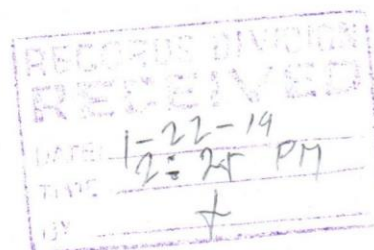




21 January 2019

MEMORANDUM NO. 22
Series of 2019



TO: Dr. Dilberto O. Ferraren VP, Planning, Resource Generation & External Affairs
Ms. Louella C. Ampac Director, Finance
Dr. Remberto A. Patindol VP for Adm. & Finance and
Head, Performance Management Team
Dr. Lourdes B. Cano Director, Adm. & Human Res. Management

SUBJECT: Compliance to DBM-Reg. VIII Advisory dated January 14, 2019

1. In compliance to DBM Reg. VIII Advisory dated January 14, 2019 with subject "Submission of Documents re: Conduct of Agency Performance Report (APR) for FY 2018, you are requested to take charge in the submission of the following documents prior to scheduling an APR, to wit:

Documents	Incharge
1. Agency Performance Review Report <ul style="list-style-type: none">- Executive Summary (for reports more than 5 pages)- Objective: area/subject of review- Background<ul style="list-style-type: none">o Program/activity/project (PAP)o Targets for the review periodo Valid obligation authorities for the period chargeable against all appropriation sourceso BFARs as of Dec. 31, 2019 for the end-year APR	Dr. D. Ferraren -do- -do- Ms. L. Ampac
2. Summary of Findings <ul style="list-style-type: none">- Description of agency performance- Explanation for deviation from targets, if any	Dr. R. Patindol
3. Overall Agency Comments/Recommendations <ul style="list-style-type: none">- Corrective measures for deviations, if any- Proposed modifications in organization, staffing, systems and procedures, management, refocusing of functions, reprioritization, monitoring, etc.	Dr. L. Cano

2. Providing additional information relative to VSU's performance is encouraged.
3. Deadline for submission to DBM-Reg. VIII is not later than February 11, 2019.
4. Ms. Ampac shall be the overall coordinator in the submission of all documents to DBM.

For your immediate action.

EDGARDO E. TULIN
President