



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila

**MEMORANDUM CIRCULAR No.** 041

To : **All Undersecretaries and Assistant Secretaries  
All Heads of Programs and Projects in the DOJ Proper**

Subject: **Conduct of Year-End Assessment**

Date : DEC 10 2018

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In the interest of the service and in line with the Department's Quality Policy, heads of offices in the DOJ proper are directed to conduct Year-End Assessment to prepare and/or consolidate, the following:

1. Accomplishment Reports for 2018;
2. Work and Financial Plan for 2019;
3. Physical and Budget Utilization Targets; and
4. Inventory of Property, Plant, and Equipment for procurement or disposal.

All officials are also directed to orient themselves and their employees on the full implementation of the support and management processes subject of ISO 9001:2015 Certification.

Please be guided accordingly.

**MENARDO I. GUEVARRA**

Secretary

Department of Justice  
CN: O201812067

APS

