



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

March 15, 2023

**OFFICE MEMORANDUM**

No. **154**, s. 2023

To: **ESSD PERSONNEL AND STAFF**

**CONDUCT OF QUARTERLY EDUCATION SUPPORT SERVICES  
 DIVISION (ESSD) INTERNAL MONITORING, EVALUATION,  
 AND ADJUSTMENT (MEA) OF PLANS**

- In view of the necessity to review both the physical and fiscal accomplishments of the Education Support Services Division (ESSD) vis-à-vis the Work and Financial Plan, the personnel and staff of this Division are hereby directed to attend the Quarterly Internal Monitoring, Evaluation, and Adjustment (MEA) of Plans at the ESSD Office, this Region.
- The specific schedules are stipulated in the table below.
 

First Quarter	March 30, 2023
Second Quarter	June 27, 2023
Third Quarter	September 26, 2023
Fourth Quarter	December 13, 2023
- All ESSD employees are requested to attend the activity.
- Meals shall be served (2 snacks and 1 lunch) for one day per quarter and charged to the ESSD Fund, subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

ESSD-RG

