



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

November 18, 2021

OFFICE MEMORANDUM

No. **000009** s. 2021

To: **ESSD PERSONNEL AND STAFF**

ESSD YEAR-END REVIEW OF PROCESSES AND ACCOMPLISHMENTS

1. All Education Support Services Division (ESSD) Personnel and Staff are hereby directed to attend the Year-End Review on December 1-3, 2021 at the ESSD Office, this Region.
2. The objectives of this activity are to review the processes employed in the ESSD Office, vis-à-vis the Operations Manual and in consideration of the results of the customer satisfaction survey and make the necessary adjustment or revision.
3. All employees who are on a Work from Home status on these dates are requested to attend the activity.
4. Meals shall be served (2 snacks and 1 lunch per day for 3 days) charged to the ESSD Fund, subject to the usual accounting rules and regulations.
5. For guidance and compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director

ESSD

f.mpr 609
Rdh 11/18/21

