



POSTED

Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**OFFICE MEMORANDUM**

No.: 002 s. 2025

JAN 03 2025

TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Concerned SDO Personnel

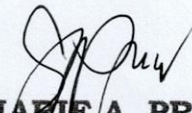
FROM **SHEILA MARIE A. PRIMICIAS**  
OIC-Schools Division Superintendent

SUBJECT **REITERATION OF THE UTILIZATION OF PROJECT ESME-ELECTRONIC SYSTEM FOR MONITORING AND EVALUATION & SUBMISSION OF M&E PLAN AND IMPLEMENTATION PLAN**

DATE January 3, 2025

**Particulars**

1. This Office issues this memorandum to reiterate the utilization of the **PROJECT ESME- Electronic System for Monitoring and Evaluation** in the requisition of **M&E Tool** and **Results** for all **Learning and Development** programs.
2. All program owners/proponents are directed to submit request via **<https://tinyurl.com/ProjectESME-SFC>** at least 3 days before the implementation of the program.
3. In like manner, all program owners/proponents are requested to prepare Monitoring & Evaluation (M&E) Plan and Implementation Plan (IMPlan) of their assigned programs in accordance to DepEd Order 29 s. 2022-Adoption of the Basic Education Monitoring & Evaluation Framework (BEMEF).
4. All M&E Plans and IMPlans are to be submitted to the SMME focal person – Arlyn A. Siador **on or before February 10, 2025.**
5. For your information, guidance, and compliance.

  
**SHEILA MARIE A. PRIMICIAS**  
OIC-Schools Division Superintendent



Address : Tanqui, City of San Fernando  
2500 La Union  
Tel. No. : (072) 607-4715  
Email : [sanfernando.city1@deped.gov.ph](mailto:sanfernando.city1@deped.gov.ph)

*"Sa Matatag na Panuntunan, Serbisyong Tapat Maasahan"*

Document Code : \_\_\_\_\_  
Reference No. : \_\_\_\_\_

