



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

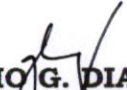
September 29, 2020

Division Memorandum
No. 207, s, 2020

**ADDITIONAL PARTICIPANTS TO THE IN-HOUSE OR
BY ADMINISTRATION PRODUCTION OF MELC ADM MODULES
ACROSS GRADE LEVELS AND SUBJECT AREAS**

TO: PSDSs/PICs
Administrative Assistant II
Administrative Assistant III
All Others Concerned

1. The urgency to provide the minimum SLMs to learners on or before the opening of classes, an in-house or by administration production or printing is being conducted; hence, you are hereby designated as member of the production team. The herein assignment is an addition to your current function.
2. Following are the expected tasks to perform:
 1. Machine operation
 2. Collation of the loose pages of the modules
 3. Binding the modules
 4. Storage maintenance.
 5. Do other related functions as maybe necessary
3. The identified participants are all Administrative Assistants II and III assigned in each district. All are directed to report at the Bulwagan ng mga Guro, Division Office Catarman Northern Samar upon notice and will last until directed. A work arrangement shall be agreed upon with your immediate head per your KRA. In lieu of you work from home schedule, you are hereby requested to report to the said venue.
4. Work during Saturdays and holidays shall be charged as overtime as well as the extended time during regular working days.
5. This Memorandum serves as Travel Order.
6. Immediate dissemination of and compliance with this Memorandum are desired.


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