



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

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March 7, 2022

**DIVISION MEMORANDUM**

No. 067, s. 2022

**SEGREGATION AND PACKING OF CENTRAL AND REGIONAL OFFICES  
PROCURED SELF-LEARNING MODULES (SLMs) FOR QUARTERS 3 AND 4**

To: Public Schools District Supervisors  
Principals in-Charge  
School Heads – Elem, JHS and SHS  
Administrative Officers II  
District Property Custodian  
All Others Concerned

1. To ensure timely delivery of Self Learners Modules (SLMs) to the schools, this Office, through the Learning Resource Management Section (LRMS), shall be mobilizing selected personnel for the segregation and packing of Central and Region Offices procured SLMs for Quarters 3 and 4 starting March 10, 2022.
2. In view thereof, all newly hired Administrative Officers II who are yet to be deployed, newly promoted Administrative Officers II and District Custodians who are residing in Catarman, Bobon, Mondragon, Lope de Vega, San Jose and San Roque are hereby designated as members of the LRMS team. Please refer to enclosure No. 1 for the list of personnel.
3. Following are the expected tasks to perform:
  1. Segregation of modules according to: grade level, subject area and module number
  2. Packing of modules according to: grade level, subject area and school or district

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4. They are directed to report to the Library Hub until all the SLMs have been segregated and packed. A work arrangement shall be agreed upon between the personnel and the immediate head prior to the start of the task.
  5. All personnel involved in this activity shall not receive any additional compensation since actual work shall be done during official hours only. However, transportation expenses incurred shall be charged against Division Local Funds subject to the usual accounting and auditing rules and regulations.
  6. This Memorandum serves as your Travel Order.
  7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAUL D. AGBAN, EdD**  
Schools Division Superintendent



Enclosure 1 to Memo No. \_\_\_\_\_ 1 \_\_\_\_\_

NEWLY HIRED Administrative Officers	NEWLY PROMOTED Administrative Officers
ELLIOLIZA P. HERRERA	DINA P. GOBRIN
FE MARY JAYNE G. BAOY	MADONNA E. ACIBAR
RUVELYN O. PAULINO	JOSEPH CHRISTOPHER C. LAO
GILDA C. POLICARPIO	NESETH B. UY
JOEY B. CALIXTRO	ARNEL C. GABEJA
MELDY ANN ORONOS	MYRA LYN T. LOBOS
NATASSJA JANE RAGUAL	ANTONIO D. HERRERAS
ANGELICA JANELOU M. ANDALES	ALDEN F. ECHALUCE
HERSHELYN M. LOBERIO	JOAN ROSARY A. COPRADA
CHRISTIAN S. CHING	MARIA LITA EULIN
GILDA C. POLICARPIO	GEMMA A. FLORES
RITZ ADRIAN V. BALASOLLA	NILA P. SIMANGAN
LAIZA O.LETADA	ANGELO F. MARTIRES
	CARLY S. BALLADO
	NESLEY ANN E. SANTIAGO
	LARIZZA A. CUANICO
	NANCY P. LAUDENIO
	EVELYN D. ALTA

<b>District Property Custodian</b>	<b>DISTRICT</b>
Raul Carias	Catarman I
Jonathan Di Paz	Catarman II
Alberto S. Balanquit	Catarman III
Ruben Galit	Catarman IV
	Catarman V
Lizalyn Acero	Catarman VI
Charita B. Rosales	Lope de Vega
Vicente Jasmin, Jr.	Bobon
Felsan M. Chua	San Jose
Raquel D. Enano	Mondragon I
Flordelia A. Acibar	Mondragon II
	Mondragon III
Patrocenio Bere	San Roque