



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

March 10, 2022

DIVISION MEMORANDUM

No. 071, s. 2022

**CHARGING OF THE FREIGHT AND HAULING OF DIVISION OFFICE PROCURED
SUPPLEMENTARY MATERIALS IN THE REPRODUCTION OF SELF LEARNING
MODULES (SLMs)**

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

1. To ensure timely reproduction of Self Learners Modules (SLMs) in the schools, this Office, through the Curriculum Implementation Division-Learning Resource Management Section (CID-LRMS), shall be distributing the aforementioned supplementary materials (bond paper).
2. The distribution of the said supplementary materials shall be done by district, this will be spearheaded by the Administrative Officers, District Property Custodians and School Property Custodians. The district shall schedule a day and notify the concerned office. The distribution shall be done at the division office.
3. The distribution list per school will be provided by the office of the Learning Resource Management Section for its equal allocation among schools.
4. All freight and hauling expenses incurred shall be charged against the school Maintenance and other Operational Expenses (MOOE) subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RAUL D. AGBAN, EdD
Schools Division Superintendent

