



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

July 25, 2022

DIVISION MEMORANDUM

No. 217, s. 2022



PARTICIPANTS TO THE SEGREGATION AND PACKING OF CENTRAL AND REGIONAL OFFICES PROCURED SELF-LEARNING MODULES (SLMs) FOR QUARTERS 1 AND 2

To: Public Schools District Supervisors
Principals in-Charge
School Heads – Elem, JHS and SHS
Administrative Officers II
Administrative Assistants II & III
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 1 and 2 starting **July 27, 2022**.
2. In view thereof, newly hired Administrative Officers II, newly promoted Administrative Officers II and Administrative Assistants II and III who are residing in Catarman, Bobon, Mondragon, Lope de Vega, San Jose and San Roque likewise all the mentioned personnel who are already deployed of the mentioned municipalities are hereby designated as members of the LRMS team.
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.
4. All 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.

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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 School MOOE subject to the usual accounting and auditing rules and regulations.
6. In the event that no available SLMs due to the delay of deliveries, all concerned will be on an on-call status.
7. This memo is enforced until all the SLMs for Q1 and Q2 had been delivered.
8. This Memorandum serves as your Travel Order.
9. Immediate dissemination of and compliance with this Memorandum are desired.


LANI H. CERVANTES, CESO VI
Schools Division Superintendent 

RELEASED


7/21/2021