



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

Office of the Schools Division Superintendent - Curriculum Implementation Division

6 February 2025

DIVISION MEMORANDUM

No. 047 s. 2025

**SEGREGATION AND PACKING OF REGION-OFFICE PROCURED
SELF-LEARNING MODULES (SLMs) FOR QUARTERS 1 AND 2**

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
District Heads
School Heads - Elementary and Junior High School
Administrative Officers II and Assistants II and III – district and schools
Property Custodian – Junior High School
All Others Concerned

1. This Office, through the Curriculum and Implementation Division – Learning Resources Management Section (CID-LRMS), announces to the field the availability of region-procured Self-Learning Modules (SLMs) on selected learning areas for Grade 6 and Grade 10.
2. Each district is requested to create a team for the gathering of the Self-Learning Modules (SLMs) which are stored around division office compound. The team will compose of the following: Administrative Officers, ADAS II and III stationed both in the districts and schools as well the Property Custodian from JHS.
3. See Ms. Elvira R. Ribo, the Division Librarian at the Library Hub for the allocation list on the distribution for each district.
4. A Division Management Team will oversee this activity composed of the following personnel:
 1. Isagani E. Licas, EPS, LRMS
 2. Romeo D. Mijares, Supply Officer
 3. Nestor B. Ada, LRMS Coordinator
 4. Saif Fialde, Supply Office
 5. Esrom Adlawan, LRMS office



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6. Elvira R. Ribo, Librarian II
7. Beatrice A. Olmedo, PDO II, LRMS
4. The timeframe to gather the allocated self-learning modules for each district shall start on **February 10 – 28, 2025** to include Saturdays and Sundays until all the allocated learning materials for the district had been segregated and packed.
5. A work arrangement of the team shall be agreed upon between the personnel involved and their immediate head prior to the start of the task to avoid disruption of their regular tasks.
7. Freight and hauling from division office to the district shall be chargeable against the support fund downloaded from the regional offices while from district to school shall be chargeable against school MOOE subject to the usual government accounting and auditing rules and regulations. Other expenses of the district team relative to the activity shall likewise be chargeable against school MOOE.
8. DepEd personnel who travel or render services on days that fall on summer days/holidays/weekends/Christmas break as part of their participation in an official activity can avail of service credits or CTO equivalent to eight (8) hours of service per day, whichever is applicable, as allowed under DepEd Order No. 67, s.1988 and CSC Memo Circular No.9 s. 1988.
9. This memo shall serve as **Travel Order** for the team who will come to gather the allocated self-learning modules for their district.
10. Immediate dissemination of and strict compliance with this is highly desired.


GAUDENCIO C. ALJIBE JR., PhD., CESO VI
School Division Superintendent

DepEd Northern Samar
RELEASED


Date: 02-10-2025



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