



Republic of the Philippines
Department of Education

REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

SCHOOLS DIVISION OF DAVAO DEL NORTE

RECORDS SECTION

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Office of the Schools Division Superintendent

March 3, 2022

DIVISION MEMORANDUM

No. 240, S.2022

**DISTRIBUTION SCHEDULES AND VENUES OF QUARTER 3, SY 2021-2022
 SELF-LEARNING MODULES(SLMs) AND DISTRIBUTION SCHEDULE OF
 PRINTING MATERIALS FOR THE REPRODUCTION OF SLMs**

TO: Rebecca C. Sagot, Ed D, Assistant Schools Division Superintendent
 Eduard C. Amoguis, Ed D, Chief Education Program Supervisor- CID
 Ramel T. Pilo, Chief Education Program Supervisor- SGOD
 Public Schools District Supervisors
 School Heads (Elementary, Secondary and Integrated Schools)
 All Others Concerned

1. Relative to the distribution of Quarter 3, SY 2021-2022 Self-Learning Modules (SLMs) and distribution of printing materials which is spearheaded by the staff of the Division Supply Section with the assistance of the Learning Resource Management Section (LRMS), the field is hereby informed of the schedules and venues of the distribution of SLMs which will be done by district as part of the stringent measures implemented by this office to fight the threats posed by COVID-19. The venues of the distribution are at Tagum National Trade School, Apokon, Tagum City and Division Office, Mankilam, Tagum City, Davao del Norte with the following schedules, to wit;

Date	Time	District
March 8, 2022	8:00AM – 12:00 NN	Sto. Tomas East
	1:00PM – 5:00 PM	Kapalong West
March 9, 2022	8:00AM – 12:00 NN	Carmen
	1:00PM – 5:00 PM	Dujali
March 10, 2022	8:00AM – 12:00 NN	Talaingod
	1:00PM – 5:00 PM	San Isidro
March 11, 2022	8:00AM – 12:00 NN	Langilan
	1:00PM – 5:00 PM	Kapalong East
March 14, 2022	8:00AM – 12:00 NN	Asuncion
	1:00PM – 5:00 PM	Sto. Tomas West
March 15, 2022	8:00AM – 12:00 NN	New Corella
	1:00PM – 5:00 PM	District/s which did not claim the SLMs and printing materials during their scheduled date and time

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Address: Mankilam, Tagum City, Davao del Norte
 Telephone Number: (084) 216-6742 | Telefax (084) 216-6506
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2. The Public Schools District Supervisors (PSDS) or any representative of the PSDS, District LR Coordinators (Elementary and Secondary) and the District Supply Officer/ Property Custodian will receive the SLMs and printing materials from the Division Supply Officer. Each district will also assign additional personnel who will assist in the retrieval and transport of the said SLMs and printing materials to their respective districts.
3. In addition, the distribution of SLMs and printing materials in the District level will be spearheaded by the Public Schools District Supervisors with the assistance of District Supply Officer/ Property Custodian, District LR Coordinators both elementary and secondary and other personnel within the district authorized by the PSDS. The official receiving personnel of the school such as the School Head, School Property Custodian and the School LR Coordinator will sign the Requisition and Issue Slip (RIS) and Inventory Custodian Slip (ICS) after the release of the said materials.
4. All personnel who are involved in the entire duration of distribution and retrieval of this materials are advised to strictly follow health protocols such as observing social distancing, and wearing of face mask.
5. All expenses relative to this activity such as the transportation and meal allowance shall be charged against local funds, subject to the usual government accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.


DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

