



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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Date: 06 JUL 2022 9:38 AM
 By: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 365, S.2022

DISTRIBUTION SCHEDULE AND VENUE OF PRINTING MATERIALS

TO: Rebecca C. Sagot, Ed D, Assistant Schools Division Superintendent
 Eduard C. Amoguis, Ed D, Chief Education Program Supervisor- CID
 Ramel M. Pilo, Ed D, 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 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 schedule and venue of the distribution of printing materials which will be done by the district as part of the stringent measures implemented by this office to fight the threats posed by COVID-19. The venue of the distribution is at the Division Office Bodega with the following schedules, to wit;

2.

Date/ Time	District
JULY 6, 2022 – 8:00 to 10:00 PM	New Corella
JULY 6, 2022 – 10:00 to 12:00 PM	Asuncion
JULY 6, 2022 – 1:00 to 3:00 PM	Sto. Tomas East
JULY 6, 2022 – 3:00 to 5:00 PM	Dujali
JULY 7, 2022 – 8:00 to 10:00 PM	Kapalong West
JULY 7, 2022 – 10:00 to 12:00 PM	Kapalong East
JULY 7, 2022 – 1:00 to 3:00 PM	San Isidro
JULY 7, 2022 – 3:00 to 5:00 PM	Talaingod
JULY 8, 2022 – 8:00 to 10:00 PM	Sto. Tomas West
JULY 8, 2022 – 10:00 to 12:00 PM	Carmen
JULY 8, 2022 – 1:00 to 3:00 PM	Langilan
JULY 8, 2022 – 3:00 to 5:00 PM	District/s which did not claim the printing materials during their scheduled date and time.

3. The District Supply Officers/ Property Custodians will receive the printing materials from the Division Supply Officer. Each district will also assign

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additional personnel who will assist in the retrieval and transport of the said printing materials to their respective districts.

4. In addition, the distribution of printing materials in the district level will be spearheaded by the Public Schools District Supervisors with the assistance of the District Supply Officers/ Property Custodians, 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) after the release of the said materials.
5. 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.
6. Personnel involved in the retrieval of the said materials will be given one (1) day service credit, since it is already part of their summer vacation as stipulated in DepEd Order No. 53, s.2003.
7. All expenses relative to this activity such as the transportation and meal allowance shall be charged to local funds, subject to the usual government accounting and auditing rules and regulations.
8. In conducting the different DepEd Programs, Projects and Activities (PPA's), the Equal Opportunities Principle (EOP) and strict safety and health protocols shall be observed at all times.
9. Immediate dissemination of this memorandum is desired.



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

