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

Office of the Schools Division Superintendent

February 9, 2023

DIVISION MEMORANDUM

CID-2023-0078

**GUIDELINES ON THE PROPER UTILIZATION OF DELIVERED
SELF-LEARNING MODULES**

To: Eduard C. Amoguis, EdD – Chief Education Program Supervisor -CID
Ramel M. Pilo – Chief Education Program Supervisor -SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to DepEd Order No. 18, s. 2020 which provides guidelines for the release and utilization of funds for the provision of learning resources in light with the implementation of Basic Education Learning Continuity Plan (BE-LCP), this office reiterates that all Self-Learning Modules (SLMs) procured either by Central Office (CO), Regional Office (RO), and the School Division Office (SDO) shall be used and be reused for the current school year and the subsequent school years.
2. During the monitoring, several SLMs have been found in some schools that are improperly managed and stored accordingly due to lack of conducive storage rooms.
3. To address this problem, this division instructs all schools to employ this methodology for the proper utilization, storage, and maintenance of SLMs:
 - a. SLMs shall be distributed to the learners either quarterly, monthly, weekly, or depending on the school's plan.
 - b. The distributed SLMs shall be properly accounted like books. Advisers and subject teachers shall be required to have records of the distributed SLMs.
 - c. SLMs shall be returned and collected at the end of every quarter and or depending on the school's strategy in collecting the said SLMs.
4. The distributed SLMs shall be used for enrichment and other home-based learning activities of the learners in case of calamity where we don't anymore cancel classes, but instead we automatically shift to modular/blended learning.
5. The implementation of this specific scheme is expected to be strictly monitored by the school heads. Teachers are also expected to be creative in finding ways on how to utilize the SLMs in its full extent for a more effective and uninterrupted teaching-learning process.





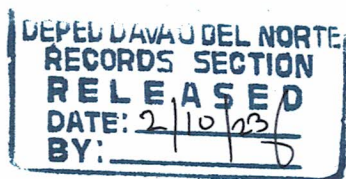
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6. All are required to adhere to the IATF's strict health protocol requirements, and all are encouraged to continuously support and value equality and diversity in all activities related to this endeavor.

7. Immediate dissemination of this Memorandum to all concerned is desired.

ALLAN G. FARNAZO

Director IV
and concurrent Officer In-Charge
Office of the Schools Division Superintendent



For the Schools Division Superintendent:

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

CID: elm

