



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

MAR 04 2021

04 Mar 2021

DIVISION MEMORANDUM

No. 080, s. 2021

**DISTRIBUTION OF THIRD QUARTER SELF-LEARNING MODULES FOR KEY
STAGE 1**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors
Elementary Schoolheads
All others concerned

1. In adherence to Regional Memorandum No. 78, s. 2021 with concerns on the Delivery of SLMs to Respective Schools Charged to MOOE, this Office through the Learning Resources Management Section (LRMS) in partnership with the Supply Section informs all the schools on the Ongoing Distribution of Third Quarter SLMs for Key Stage 1.
2. Relative to this, it is expected that the Schoolhead together with the School Inspectorate Team shall abide by the following guidelines.
 - a. **The SDO Biñan through the Supply Officer will notify the Schoolheads through their School Property Custodian on the schedule of distribution.**
 - b. School Inspectorate Team, School LR Coordinator together with the Schoolhead should be available to inspect the resources. They shall be at the forefront to improve efficiency and access to these resources, maximize their use, and minimize/eliminate the damages and/or losses.
 - c. In the Inventory Custodian Slip, the Property Custodian shall sign the portion "RECEIVED" on the specified quantity and item description.
 - d. The Inspectorate Team shall record and document the received items by the school.
3. Transportation expenses relative to this shall be charged against the Schools MOOE, as provided by DepEd Order No. 15, s. 2020, subject to the existing budgeting, accounting, procurement, and auditing rules and regulations. See attached enclosure.
4. Immediate dissemination of this Memorandum is desired.

EDNA FAURA-AGUSTIN

Schools Division Superintendent



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February 10, 2021

Regional Memorandum

DELIVERY OF SLMs TO RESPECTIVE SCHOOLS CHARGED TO MOOE

To
Schools Division Superintendents
School Heads of Public Elementary and Junior High Schools
All Others Concerned

1. The self-learning materials for the third quarter which was procured by the regional office is now ready to be delivered to the schools division offices.
2. In this regard, the Schools Division Superintendents shall advise their respective Supply Officers to take charge of counting and receiving the deliveries. A report thereof shall be submitted the soonest to the Asset Management Section, this region.
3. The School Division Offices shall take responsibility in distributing the said modules to their respective schools.
4. The cost of delivering the modules to the different schools shall be charged against the MOOE.
5. Please be guided accordingly.

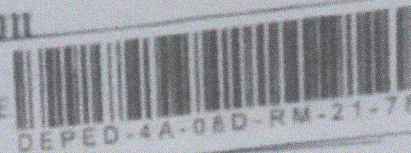

WILFREDO E. CABRAL
Regional Director
f-2-21

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Regional Director

2-10-21

WLC/MSD



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