



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

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22 Jul 2021

DIVISION MEMORANDUM

No. 257, s. 2021

**RETRIEVAL OF SELF-LEARNING MODULES AND INSTRUCTIONAL MATERIALS  
AT THE END OF SCHOOL YEAR 2020-2021**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. DepEd Order No. 14, s. 2012 entitled "Policy and Guidelines on the Proper Distribution, Care, Recording, Retrieval and Disposal of Textbooks (TXs) with the Teacher's Manuals (TMs) and Other Instructional Materials (IMs) dated February 10, 2012 states the following:

- a. The principals/school heads (SHs) shall ensure that TXs with the TMs and other IMs, which are government property are properly used, cared for, safeguarded from natural and human elements and recorded.
- b. The TXs with the TMs/IMs are provided to students and teachers free and are intended to be used for at least five (5) years. Therefore, it is the responsibility of every learner, teacher, and SH to exert all efforts to protect the TXs with the TMs and other IMs from damage or loss to prolong their life span.
- c. Teacher-advisers should encourage the students to return the TXs preferably prior to the closing of classes so losses can be kept to a minimum.

2. However, with the current Covid-19 pandemic emergency situation it would be very difficult for the schools to retrieve the TXs, LMs and other IMs following the regular/normal manner or process practiced in previous years.

3. It is for this reason that the following guidelines are issued which could be of help to schools in the retrieval of SLMs and other IMs while observing the health protocol from DOH (social distancing, wearing of face mask, face shield, disinfecting places of work, etc.):

- 3.1 The schedule of retrieval of SLMs/IMs shall be between **July 22 - July 30, 2021.**
- 3.2 Classroom Advisers should communicate with the parents/guardians re: the retrieval of SLMs/IMs. **Parents/guardians/authorized adults should be made to understand that if they fail to return the SLMs/IMs a written explanation should be submitted to the learner's adviser.** Classroom Advisers shall submit to their respective school heads the report on SLMs retrieved on or before August 03, 2021.



3.3 The following are the authorized persons who shall return the SLMs/IMs to the schools:

**Per Pupil/Student -**

- One (1) Parent/guardian aged 21 yrs. old up to 59 yrs old; **or**  
One (1) Adult, 21 yrs. old up to 59 yrs old authorized by the parent/guardian (with authorization letter)

- 3.4 The policy of “No Face Mask, No Face Shield, No Entry” shall be **enforced** during the retrieval activity.
- 3.5 The schools shall set the schedule of retrieval of SLMs and other IMs which shall allow only one (1) Grade Level per day observing social distancing.
- 3.6 Likewise, the schools shall provide a disinfected space as waiting area for the parents/guardians or authorized adults observing social distancing.
- 3.7 The Property Custodian and LR Coordinator should update the link: <http://tinyurl.com/BINANSLMsWORKSHEETinventory> and should be validated by the School Head and Public Schools District Supervisors.
- 3.8 **The Learning Resources Management System will validate the submitted inventory on the link thru virtual revalidation per school.**
- 3.9 **Onsite visitation per school will be conducted by the LRMS and Supply Unit in order to provide Technical Assistance on the Schools' Management of Learning Resources.**
- 3.10 If in any case there are unreturned SLMs, the Property Custodian will account the number of missing SLMs and accomplish the report on issued and unreturned SLMs.

4. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURA AGUSTIN**  
Schools Division Superintendent

