



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City

October 5, 2020


DIVISION MEMORANDUM

No. 107, s. 2020

**SORTING, BINDING AND PACKING OF IN -HOUSE PRINTED
SELF- LEARNING MODULES**

To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/ Secondary Schools Heads
Division Personnel

1. In order to ensure the availability of Self-Learning Modules (SLMs) in all grade levels and in all learning areas for the 1st Quarter of School Year 2020 – 2021 the Learning Resource Management System under the Curriculum and Instruction Division in cooperation with the Supply Office will have the In-house printing starting October 1, 2020.
2. To facilitate the sorting, binding and packing of SLMs, identified Senior High School Administrative Assistant II are advised to report to the Division Office effective October 7- 23, 2020.
3. The list is found in Enclosure No. 1.
4. Food allowance and overtime pay will be given to the working personnel charge to LRO and Division MOOE fund subject to usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO JR, EdD, CESO V
Schools Division Superintendent

OCT 05 2020

**Identified Administrative Assistant II to Help in Sorting,
Binding and Packing SLMs**

Name of Administrative Assistant II	School
1. Ariel De Matias	Basiao NHS
2. Frederick Esquillo	Casanayan NHS
3. Modesto Valbarez	CLANHS
4. Charles Brylle Young	Cuartero NHS
5. John Mel Durana	Don Felix Balgos NHS
6. Peter John Young	Jose Diva Avelino Sr. NHS
7. Leonor Flores	Ivisan NHS
8. Vianelle Grace Dublado	Leodegario Deocampo Sr. NHS
9. Jennifer Dequina	Marciano M. Patricio NHS
10. Aleamor Hijosa	Capiz NHS