



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

October 19, 2020

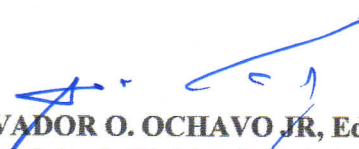
**DIVISION MEMORANDUM**

No. 112 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

1. In order to ensure the availability of Self-Learning Modules (SLMs) in all grade levels and in all learning areas for the 1<sup>st</sup> 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 20, 2020.
2. To facilitate the sorting, binding and packing of SLMs, identified Administrative Assistant II and III are advised to report to the Division Office effective October 20- 22, 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 19 2020

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

Name	School
1. Roxan Abad	Panay ES
2. Willy Ann Asibron	Cuartero ES
3. Shella Mie Union	Maayon ES
4. Jose Niño Mayo	Cuartero ES
5. Ginalyn Dela Cruz	Panay ES
6. Marinelle Doren Sereneo	Pontevedra ES
7. Reynaldo Roxas	Maayon ES
8. Alfred Bedona	Dao ES
9. Mercy Azarcon	Mambusao ES
10. Joann Cabantugan	Dumarao ES
11. Annaliza Fano	Dao ES
12. Amy Olipendo	Sigma ES
13. Kristine Bayhon	Pawa NHS