



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz

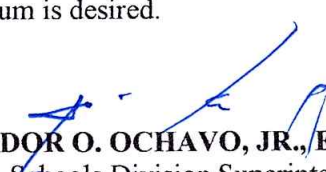
Office of the Schools Division Superintendent

DIVISION MEMORANDUM NO. 115, s. 2020
October 22, 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 School Heads

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 still have the In-House printing starting October 23, 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 23-31, 2020.
3. The list is found in Enclosure No. 1.
4. Food allowance, overtime pay will be given to the working personnel charge to LRO and Division MOOE fund while travel expenses will be charged to school MOOE 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 22 2020**



Address: Banica, Roxas City
Telephone No. : (036) 6210-974

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

No.	Name	School
1.	Ariel De Matias	Basiao NHS
2.	Fredirick Esquillo	Mambusao 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.	AleamorHijosa	Capiz NHS
11.	Roxan Abad	Panay ES
12.	Willy Ann Asibron	Cuartero ES
13.	Shella Mie Union	Maayon ES
14.	Jose Niño Mayo	Cuartero ES
15.	Ginalyn Dela Cruz	Panay ES
16.	Marinelle Doren Sereneo	Pontevedra ES
17.	Reynaldo Roxas	Maayon ES
18.	Alfred Bedona	Dao ES
19.	Mercy Azarcon	Mambusao ES
20.	Joann Cabantugan	Dumarao ES
21.	Annaliza Fano	Dao ES
22.	Amy Olipendo	Sigma ES
23.	Marlou Baleña	Maayon ES
24.	Kristine Besinio	Pawa NHS