



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM NO. 144, s. 2020

November 13, 2020

**EXTENSION OF THE PRINTING 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 needed Self-Learning Modules (SLMs) from Kindergarten and identified learning areas in elementary to senior high school 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 still have the extension of the In-House printing starting November 14, 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 November 14-25, 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

NOV 13 2020



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

Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2020

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

<b>No.</b>	<b>Name</b>	<b>School</b>
1.	Ariel De Matias	Basiao NHS
2.	Fredirick Esquillo	Mambusao NHS
3.	Leonor Flores	Ivisan NHS
4.	Mercy Azarcon	Mambusao ES
5.	Kristine Besinio	Pawa NHS