



Republic of the Philippines
Department of Education
REGION VIII

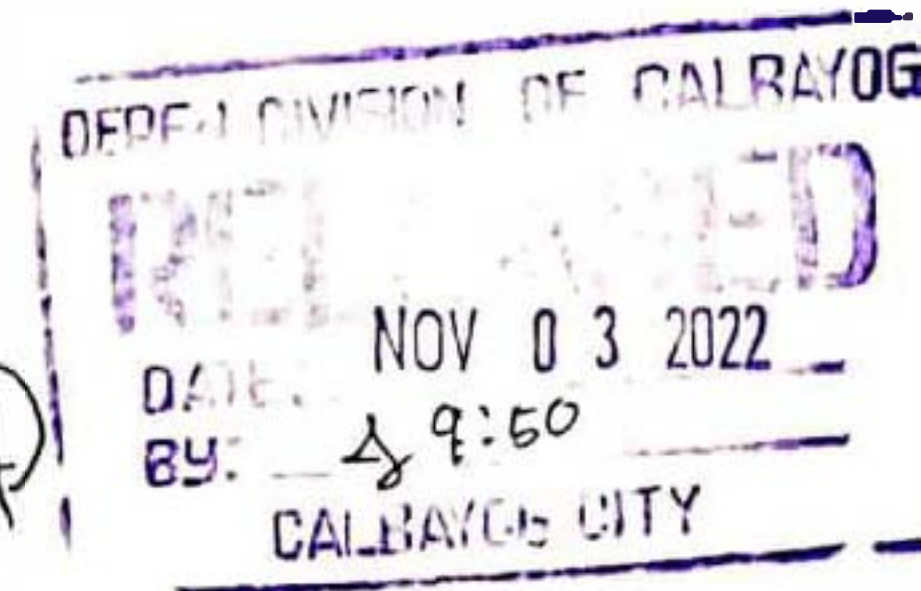
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

OCID- 458 s. 2022

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
District LRMSD Coordinators
All Others Concerned

FROM: **MOISES D. LABIAN JR PhD, DHC, CESO VI**
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



**SUBJECT: DISTRIBUTION OF QUARTER 2 SLMs/MODULES FOR THE
MONTH OF NOVEMBER 2022 DELIVERIES**

Date: November 3, 2022

1. To facilitate the smooth and speedy distribution of SLMs/Modules for Quarter 2 for the month of November, 2022 deliveries, all Public School District Supervisors are requested to send their respective Administrative Officer II (AO II) and utility personnel to the division office upon arrival of the said Modules starting November 3-30, 2022 to help the Division Supply Officer and Learning Resource Manager in packaging, compiling/arranging the allocated SLMs per district as per distribution list prepared by the LRMS.
2. These SLMs will be delivered using the division car to the respective districts after preparing, signing and submitting the Requisition and Issuance Slip (RIS) to the Division Supply Officer.
3. In line with this plan, the three (3) division cars and the drivers are requested to prepare the said cars starting November 3-30, 2022 to deliver the SLMs/Module to the respective districts.
4. All expenses relative to the conduct of this activity shall be charged against local funds/MOOE subject to the usual government accounting and auditing rules and regulation.
5. This memorandum shall serve as **Travel Order** of the division drivers, Supply Personnel, LRMSD Personnel, AO II and Utility Personnel/Division Job Order personnel.
6. Immediate dissemination of this Memorandum is desired.