



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 110 s. 2022

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
Designated Property Custodians
All Others Concerned

FROM: **VIRGILIO P. BATAN JR., CESO VI**
Schools Division Superintendent

SUBJECT: REQUEST FOR ASSISTANCE IN THE SEGREGATION, DISTRIBUTION
AND DELIVERY OF SELF-LEARNING MODULES

DATE: March 24, 2022

1. This has reference to the ongoing delivery of CO/RO-procured SLMs intended for this Schools Division. The SDO personnel are currently working on the delivery of the modules to the established drop-off points.
2. Relative thereto, this office is requesting the assistance of Property Custodians in the segregation and distribution of said modules to the districts and schools. Service credits shall be granted to division personnel and property custodians for services rendered/assistance extended beyond office hours, subject to limitations imposed under pertinent regulations.
3. The PSDSs/School Heads are enjoined to prioritize the pick-up and distribution of SLMs and to ensure that all modules are accounted for. An inventory for the purpose shall be conducted which will be led by the LR Supervisor and designated librarians.
4. Immediate dissemination of this memorandum is mandated.

OSDSjlr/REQUEST FOR ASSISTANCE/DM001-2022/03242022

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



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