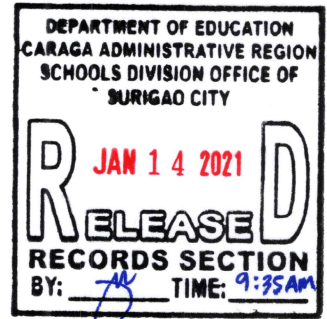




Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



January 13, 2021

Division Memorandum
No. 008, s. 2021

TO: Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Principals/ School Heads
SLM, RBI, and TVBI Development Teams
This Division

**GUIDELINES ON THE DISTRIBUTION, UTILIZATION,
RETRIEVAL AND MONITORING OF QUARTER 2
SELF-LEARNING MODULES (SLMs)**

1. Relative to DepEd Order No. 12, s. 2020, re: Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency specifically on the provision of access to quality, appropriate learning resources, the Schools Division Office of Surigao City through the Curriculum Implementation Division initiated the development of contextualized Self-Learning Modules, which aims to provide alternative quality resources should the Central Office Modules do not become available on schedule.
2. In consideration of the principles of instructional planning and standards for Alternative Delivery Mode (ADM) learning resources, the Self Learning Modules (SLMs) in all learning areas for Kinder to Senior High School learners were prepared by selected teachers under the guidance of Education Program Supervisors.
3. In line with this, the schools shall ensure that all public school learners are provided with a copy of SLMs whether in printed or digital copies.
4. The Guidelines for the Distribution, Utilization and Retrieval of Modules are found in Enclosure 1.

CID/01/13/21
KLG/VMA



Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

5. Queries, updates, and other concerns regarding the SLMs and other learning resources may be directed to the LRMDS Section through **LRMDS, DepEd Surigao City Facebook Page** (<https://tinyurl.com/yyahxdj8>).
6. For immediate dissemination and compliance.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Encl. : As indicated

To be indicated in the Perpetual Index under the following subjects:

LRMDS SLMs GUIDELINES

CID/01/13/21
KLG/VMA



Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Enclosure 1

GUIDELINES ON THE DISTRIBUTION, UTILIZATION, RETRIEVAL
AND MONITORING OF DIVISION-INITIATED SLMs

ON DISTRIBUTION/ ACCESS

1. The SLMs cover all learning areas for all grade levels. The intended users of the SLMs are public school teachers and learners of DepEd Surigao City. These shall be provided to them for free.
2. The SLMs are for teaching and learning purposes only. In no way shall the SLMs be printed or electronically reproduced for commercial purposes.
3. The SLMs may be printed or reproduced in digital format (CD, USB, External Drives). If resources will allow, a 1:1 printed module-learner ratio must be followed.
4. Printing of modules should follow the standards for LR printing, with complete set of pages. Utilizing whole sheet, not halved.
5. If modules cannot be printed on a 1:1 student-module ratio, learners without access to electronic gadgets and internet may be given priority to the printed modules. Those with access to technology may be provided with digital copies of modules through email, other electronic means of communication and through USB, CD, DVD or other external storage devices.
6. The manner of distribution of modules shall be determined by the schools, in consideration of their context and available resources.

ON UTILIZATION

1. The modules contain self-teaching and self-learning materials which will enable students to work independently with minimum teacher assistance. For young learners, a parent or guardian is needed to assist them as they complete their modules at home. Weekly Home Learning Plan should be provided to learners to guide them on the activities to be accomplished each day.
2. The SLMs must be preserved for future use. Students should write their answers on separate sheet of paper or their activity notebook.

ON RETRIEVAL

1. The manner of retrieval of modules shall be determined by the schools, in consideration of their context and available resources.

CID/ 01/13/21
KLG/ VMA



Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

2. The SLMs are government-funded. Hence, upon retrieval of the modules, the schools shall ensure that all modules are kept intact and are stored in safe places.
3. Inventory of distributed and retrieved modules must be kept for accounting and auditing purposes.

ON MONITORING

1. Learning area supervisors shall monitor the utilization of the modules and give report as to the issues and concerns relative to the accuracy of the information on the material or material's effectiveness. These shall serve as bases for enhancing the resource materials.
2. Public Schools District Supervisors and School Heads are tasked to monitor the teachers' preparation and utilization of Weekly Home Learning Plan to ensure efficiency congruence with the Budget of Work (BOW).

References:

DepEd Order No. 12, s. 2020 (Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency)

Regional V Memo No. 51, s. 2020 (Guidelines on the Distribution and Utilization of Regionally Developed SLMs)

CID/ 01/13/21
KLG/ VMA



Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph