



Republic of the Philippines  
**Department of Education**  
Region II - Cagayan Valley

302

091422023

September 14, 2022

**REGIONAL MEMORANDUM**

No. 302, s. 2022

**ADDENDUM TO RM 244, S. 2022 REITERATION ON THE USE OF DELIVERED  
SELF-LEARNING MODULES**

To: **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**CID and SGOD Chiefs**  
**Education Program Supervisor-LR**  
**Division Supply Officers**  
**Public Elementary and Secondary School Heads**  
**All Others Concerned**

1. Pursuant to RM 244, s. 2022 Reiteration on the Use of Delivered Self-Learning Modules, this Office provides additional process of proper care, retrieval, storage and safeguard of distributed Self-Learning Modules (SLMs) to Schools Division Offices (SDOs) and to implementing schools.
2. This aims to ensure the maximum use and minimize damages or losses of SLMs and to ensure ongoing and sustainable proper retrieval, storage and safeguarding of procured, and delivered SLMs.
3. The following additional processes/procedures shall be adopted:
  - a. The Schools Division Offices and schools should ensure to accept Self-Learning Modules delivered to them by the winning supplier of competitive bidding for the use of the learners;
  - b. The Schools Division Offices must assign a property code number for all SLMs considering that these procured delivered resources are government property.
  - c. The Division Supply Officer/school supply officer or designated property custodian shall be responsible for issuing the Self-Learning Modules to teachers, who likewise issue the same to learners;
  - d. School supply officer/property custodian shall maintain a record/logbook of Self-Learning Modules on the issuance and retrieval to each learner; and
  - e. Teachers as well as learners are encouraged to take good care of the Self-Learning Modules so to minimize damage due to improper handling and usage since the life span of this material is from one (1) to five (5) years.



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4. In any cases, you may also refer to DepEd 41, s.2021 and if it applies, DepEd Order No. 14, s.2012.
5. Attached is the composition of the Regional Office Monitoring Team who will monitor the said activity on a regular basis.
6. All other stated provisions stipulated in the RM 244, s. 2022 are still in effect.
7. For queries, you may contact Octavio V. Cabasag, PhD, Chief ES-CLMD, at mobile number 09051566065 or Rizalino G. Caronan, at mobile number 09177813712 or email at [clmd.region2@deped.gov.ph](mailto:clmd.region2@deped.gov.ph).
8. Immediate dissemination of this Memorandum to all concerned is desired.



**BENJAMIN D. PARAGAS, PhD, CESO III**  
 Director IV/Regional Director



Encl: As stated

References:

DO 12, s.2022

DO 41, s.2021

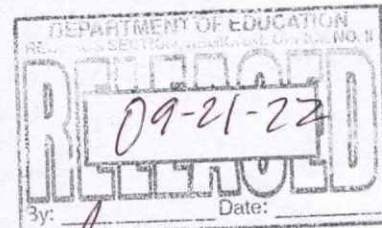
DO 14, s.2012

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

ACCEPTANCE  
 SAFEGUARD

INSPECTION  
 SELF-LEARNING MODULES

POLICY  
 STORAGE



CLMD/ovc/rgc



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List of Regional Monitors .

Regional Monitor	Position	Office
Octavio V. Cabasag, PhD	Chief, CLMD	CLMD
Rizalino G. Caronan	Education Program Supervisor	CLMD-LR
Margie L. Cayetano	Librarian II	CLMD-LR
Tita B. Ubina	ADAS II	CLMD-LR
Ronnie F. Tejano	Education Program Supervisor	CLMD
Isagani R. Duruin	Education Program Supervisor	CLMD
Ester T. Gramaje	Education Program Supervisor	CLMD
Ronnie F. Tejano	Education Program Supervisor	CLMD
Romel B. Costales	Education Program Supervisor	CLMD
James D. Pamittan	Education Program Supervisor	CLMD
Denis M. Agbayani	Education Program Supervisor	CLMD
Roderic B. Guinucay	Education Program Supervisor	CLMD
Richard O. Ponhagban	Education Program Supervisor	CLMD
Leslie B. Domingo	Education Program Supervisor	CLMD
Rey A. Pascual	Education Program Supervisor	CLMD
Ma. Theresa F. Tamayao	SEPS	CLMD
Laila Ruth A. Taguinod, EdD	Chief ES	QAD
Joy T. Soriano	Education Program Supervisor	QAD
Joey M. Apolinario	Education Program Supervisor	QAD
Candido Corpuz	Education Program Supervisor	QAD
Ronnie Guiloy	Education Program Supervisor	QAD
Elvira A. Delos Reyes	Education Program Supervisor	QAD
Jerry B. Sario, PhD	Chief, HRDD	HRDD
Joy Ferrer-Lopez	Education Program Supervisor	HRDD
Salbina Macarubbo	SEPS	HRDD
Daisy Doral	Education Program Supervisor	HRDD
Francis Deo T. Ventura	Chief ES	PPRD
Maria Digna A. Turingan	Education Program Supervisor	PPRD
Valentina Sepanton	AO - V	Supply Office
Fresnieda H. Achanzar	AO - V	Records Office
Alfredo Angel M. Luna	AO - I	Supply Office
Catherine Fernandez	Accountant I	Accounting



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