



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

October 7, 2020

**DIVISION MEMORANDUM**  
No. 472, s. 2020

**REMINDERS ON THE DISTRIBUTION/DELIVERY AND RETRIEVAL  
OF SELF-LEARNING MODULES (SLM) AND LEARNING ACTIVITY SHEETS (LAS)**

*TO: Assistant Schools Division Superintendents  
Chiefs of SGOD and CID  
Education Program Supervisors/ Education Program Specialists  
Public Schools District Supervisors/ Acting PSDSs  
School Heads/Principals/Head Teachers of Public Elementary and Secondary Schools  
All Others Concerned*

1. As a result of the observation during the monitoring conducted for the opening of classes this school year, the following reminders on the distribution/delivery and retrieval of self-learning modules and learning activity sheets are hereby disseminated for immediate compliance, to wit:

- The distribution/delivery and retrieval of self-learning modules and activity sheets shall be done on a Friday every week;
- The distributed and retrieved modules and activity sheets shall be opened only on a Monday- the first working day of the week to give ample time for the materials to be exposed to the heat of the sun for dis-infection purposes;
- Students are not allowed in the distribution/delivery and retrieval of modules and activity sheets;
- Parents are not allowed to bring their children in getting and submitting the materials at the schools and distribution centers;
- Depending upon the location/situation in a locality, neighbors may be allowed to get and submit the modules and activity sheets of the learners in the neighborhood.
- Health and safety protocols must be strictly observed during the distribution/delivery and retrieval of learning materials in order to avoid and mitigate the local community transmission of COVID-19 pandemic.



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3. Public Schools District Supervisors, Principals/School Heads and Teachers of elementary and secondary schools are hereby directed to make arrangement with the barangay officials and parents on the most appropriate and convenient mode of distribution/delivery and retrieval of the self-learning modules and learning activity sheets in their respective localities, provided that such is in accordance to our existing guidelines and policies.
4. Widest dissemination of and strict compliance with this Memorandum is desired.



**BIANITO A. DAGATAN, Ed.D., CESO V**  
Schools Division Superintendent



SGOD/dvd



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