



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA

May 17, 2021

DIVISION MEMORANDUM

No. 166 s, 2021

**GUIDELINES ON THE UTILIZATION AND DISTRIBUTION  
 OF MODULES FOR QUARTER 4**

TO: Office of the OIC Assistant Division Superintendent  
 Chief, Curriculum Implementation Division  
 Education Program Supervisors  
 Public Schools District Supervisors/ District In-Charge  
 Heads, Public Elementary Schools  
 Division Supply Officer

1. This office announces that some soft copies of modules for quarter 4 are now available in the Regional MS Teams and shall be uploaded in our LR Inbox, our localized repository of modules in the division.
2. Anent this, all available soft copies of learning materials in our local repository of modules can now be downloaded and reproduced on the condition that teachers in the field have to carefully review the modules and edit them if there is a need before printing.
3. The Education Program Supervisors (EPS) shall also review the modules through the error watch process. Should major issues/corrections arise, this office shall notify the field with the suggested corrections from the EPS through the LR Inbox Chat Group.
4. All schools are encouraged to implement the Latin Square Method to address the insufficient copies of modules.
5. Maximize the last two weeks of May 2021 to close the gaps for quarter 3 while preparing the quarter 4 materials for distribution on the same week until June 1, 2021.
6. For information, dissemination, guidance and compliance.



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 Officer In-Charge  
 Office of the Schools Division Superintendent

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