



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

September 27, 2022

**DIVISION MEMORANDUM**  
No. 324, s. 2022

**GUIDELINES ON THE UTILIZATION OF DELIVERED SELF-LEARNING  
MODULES (SLMs)**

TO: Office of the Assistant Schools Division Superintendent  
Curriculum Implementation Division (Chief and EPSs)  
Public Schools District Supervisors/ District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. Relative to DepEd Order No. 18, s.2020 which provides guidelines for the release and utilization of funds for the provision of learning resources in light with the implementation of the Basic Education Learning Continuity Plan (BE-LCP), this Office reiterates that all Self-Learning Modules (SLMs) procured by Central Office (CO), Regional Office (RO), or Schools Division Office (SDO) shall be used and be reused for the current school year and incoming school years whether pandemic or not.
2. Please be guided by the following provisions:
  - a. the SLMs are non-consumable (reusable in succeeding school years) unless declared damaged or heavily worn out;
  - b. the SLMs are supplementary learning resources which can be used in various learning modalities;
  - c. the SLMs are important learning resources for learners under Alternative Delivery Mode (ADM) program; and
  - d. the SLMs shall be properly accounted, stored, and safeguarded by the recipient schools.
3. In this regard, this Office requires all schools to maintain an inventory of SLMs from SY 2020-2021 to present (*refer to the attached template*), and to ensure sustainable proper retrieval, storage and safeguarding of procured, and delivered SLMs.
4. The following procedures shall be adopted:
  - a. The schools should ensure to accept SLMs delivered to them by the winning suppliers of competitive bidding for the use of the learners;



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- b. The designated school property custodians/ school supply officer shall be responsible for issuing the SLMs to teachers, who like wise issue the same to learners;
- c. The designated school property custodian/ school supply officer shall maintain a logbook/ record of SLMs on the issuance and retrieval to each learner; and
- d. Teachers as well as learners are encouraged to take good care of the SLMs to minimize damage due to improper handling and usage since the life span of these materials is from one (1) to five (5) years.

5. For further readings relative to the guidelines on the utilization of delivered SLMs, refer to DepEd Oder No. 41, s.2021, and DepEd Order No. 14, s.2012.

6. For inquiries you may contact Dindo John H. Moreno (EPS-LRMDS) at mobile number 0917 322 5568, Chester C. Cortez (Librarian II) at mobile number 0917 554 0225, Gaye O. Castillo (Supply Officer) at mobile number 0917 566 4482, or email at **sdonvlrms@deped.gov.ph**.

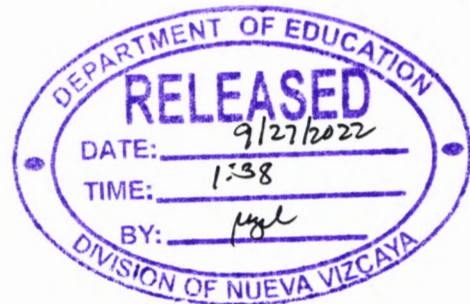
7. Immediate dissemination of the Memorandum to all concerned is desired.

  
**RACHEL. R. LLANA PHD, CESO V**  
 Schools Division Superintendent 

Encl: As stated

References:

- RM 302, s.2022
- RM 244, s.2022
- RM 204, s.2022
- DO 41, s.2021
- DO 14, s.2012



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**INVENTORY OF DISTRIBUTED AND RECEIVED SELF-LEARNING MODULES (SLMs)**

Quarter No. \_\_\_\_\_ of SY \_\_\_\_\_

District: \_\_\_\_\_

Date: \_\_\_\_\_

Procuring Entity (CO/ RO/ SDO): \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

<i>Name of School</i>	<i>Grade Level</i>	<i>Number of Delivered SLMs to School</i>	<i>Number of Received SLMs by the School</i>	<i>Remarks</i>

Prepared by:

Reviewed by:

Noted:

\_\_\_\_\_  
School Property Custodian  
Contact No.: \_\_\_\_\_

\_\_\_\_\_  
School Head  
Contact No.: \_\_\_\_\_

\_\_\_\_\_  
District Head  
Contact No.: \_\_\_\_\_



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