



Republic of the Philippines
Department of Education
Region XII – SOCCSKSARGEN
SCHOOLS DIVISION OFFICE OF KIDAPAWAN CITY

JAN 08 2021

DIVISION MEMORANDUM

DM_CID_2021_001

DISTRIBUTION AND RETRIEVAL OF REMAINING QUARTER 1 WEEK 6-8 MODULES

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Public Schools

1. This is to inform the schools that there will be a module distribution and retrieval activity on **Monday, January 11, 2021** at the different identified distribution and retrieval centers.
2. For distribution to parents/guardians are the remaining Week 6-8 Modules (printed by Vicarish Publication, if available, and locally/school-printed modules)
3. The activity will start at 7AM and end at 9AM. However, if there is necessity to extend the time due to unavoidable circumstances, schools may do so in proper coordination/communication with their Barangay LGUs and the concerned public schools district supervisor or the CID Chief.
4. Schools are directed to observe the following protocol in managing the delivery, distribution and retrieval of modules:
 - 4.1 Anyone involved in this activity should observe the risk-based safety and health protocols as per *DO No. 014, s. 2020, "Guidelines on the Required Health Standards in Basic Education Offices and Schools"* such as wearing of face mask and face shield and physical distancing;
 - 4.2 Organize teams to be accountable in the delivery, distribution and retrieval of modules and other learning materials;
 - 4.3 Modules can be tied together, or put inside an envelope, box, carton, or in any manner that will keep the materials safe and intact;
 - 4.4 The delivery of the SLMs should be from the school to the drop off points in the barangays. However, schools may also set up SLM drop boxes in their campuses as pick up points for parents/guardians whose residences are closer to the school than in any drop off points in the barangay;

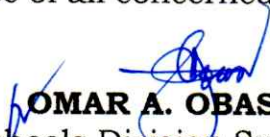




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- 4.5 **Have a logbook** per Distribution and Retrieval Center for contact tracing. It should contain the complete name, contact number, address, body temperature, place/s visited and other necessary information of every team member of the school and the barangay;
 - 4.6 Practice contactless distribution and retrieval of SLMs and other learning materials using drop-off points or drop boxes;
 - 4.7 Limit time for delivery and retrieval of modules and avoid loitering and unnecessary movement;
 - 4.8 Advise the parents to expose the modules in the direct sunlight for at least 30 minutes before handling over for retrieval. Likewise, the school shall also do the same before handling the modules to the teachers; and,
 - 4.9 Advise the parents to keep the modules clean, intact and sanitize while on their possession.
5. Teachers are again enjoined to monitor (online or through SMS) the learning progress of their learners for module accomplishment using the Teacher's Weekly Learning Progress Monitoring Tool.
6. For the information, guidance and compliance of all concerned.


OMAR A. OBAS, CESO V
Schools Division Superintendent

Encl.: None

Reference: Region Memo CLMD No. 91, s. 2020

MBP/DM – Distribution and Retrieval of Modules
Jan. 6, 2021

