



August 2, 2016

DIVISION MEMORANDUM

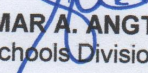
No. 414, s. 2016

**PRODUCTION OF INSTRUCTIONAL MATERIALS FOR GRADE 5 AND GRADE 11
AND OTHER RELATED ACTIVITIES**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Section Heads/SEPS
All Other Concerned

1. In keeping with the mandate of this Office to provide adequate and timely production of the Instructional Materials for Grades 5 and 11, there will be an ***In-House Production of Teacher's Materials and Learners Materials*** from August 2 – 12, 2016 here at the social hall of the Division.
2. The management oversight of the production shall be handled by the **Learning Resources Management and Development Center (LRMDC)** of the Division headed by Mr. Isaiah T. Wagas, Education Program Supervisor. A pool of personnel from the different sections including some personnel from the Alternative Learning System (ALS) who shall serve as production staff. Identifying these personnel shall be the responsibility of the LRMDs Supervisor in coordination with the different section heads and/or supervisors concerned.
3. As proposed, there shall be an initial production team composed of 22 personnel who shall be reporting to the Division Office beginning August 2 – 12, 2016 from 8: 00 am – 5:00 pm. A three (3) hour allowable overtime can be availed after 5: 00 o'clock in the afternoon for the duration of the production except on Saturdays which shall only be from 8: 00 am to 5: 00 pm.
4. It is understood that those who will be involved in the production shall be temporarily withdrawn from their current assignment to give priority to the IM production. All concerned personnel shall be directly supervised and monitored by the LRMDs Supervisor. Utmost cooperation and due courtesies are highly enjoined.
5. District Supervisors and Lead Secondary Principals shall ensure prompt distribution of the IMs to the schools under their jurisdiction. The first round of IMs distribution in the Division will be on Friday, August 5, 2016.

6. Travelling, meals, snacks and other incidental expenses of the personnel involved shall be chargeable against division MOOE funds, subject to the usual accounting and auditing rules and regulations, while personnel from the ALS who are coming outside metro Cebu may be billeted at Ecotech Center, Cebu City.
7. This Memorandum shall serve as Travel Authority of all concerned. Personnel not entitled to overtime pay is granted CTO instead.
8. Wide dissemination of and strict compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

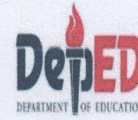
Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
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Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

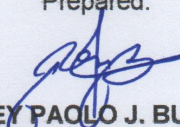


Breakdown of Expenses

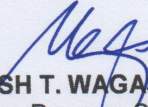
Project Title : Production of IMs for Grade 5 & 11
Period Covered : August 2 – 12, 2016 (Inclusive of Saturdays)
No. of Personnel Involved : 22

AM Snacks	Lunch	PM Snacks	Total
P 70.00 x 22 pax x 11 days	P 150.00 x 22 pax x 11 days	P 70.00 x 22 pax x 11 days	P 16,940.00 + P 36, 300.00 + P 16,940.00
= P 16,940.00	= P 36,300.00	= P 16,940.00	= P 70,180.00

Prepared:


REY PAOLO J. BUOT
PDO II

Approval Recommended:


ISAIASH T. WAGAS, MPA
Education Program Supervisor
(LRMDS, SHS & Private Schools)

Approved:


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent