



July 20, 2018

DIVISION MEMORANDUM

No. 489, s. 2018

DISTRIBUTION OF INSTRUCTIONAL MATERIALS AND OTHER RELATED ACTIVITIES

**To: Assistant Superintendents
Chiefs, CID and SGOD
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. This Office hereby informs the field of the **Distribution of the Instructional Materials and Other Related Activities** on July 24 – 27, 2018 at the Division Office.
2. District Property Custodians or representatives from the districts are directed to claim the Instructional Materials c/o Mr. Rey Paolo J. Buot - PDO II. Refer to the attached schedule of distribution.
3. As proposed, there shall be a distribution team composed of 5 personnel who shall assist in distributing the Instructional Materials beginning July 24 – 27, 2018.
4. Travelling, meals, two (2) snacks and other incidental expenses of the distribution team (5 personnel) involved shall be chargeable against division **MOOE** funds, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as Authority to Travel of all concerned.
6. Immediate dissemination of and compliance with this Memorandum is directed.


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

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Schools Division Superintendent: (032) 255-6405
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SCHEDULE OF DISTRIBUTION OF INSTRUCTIONAL MATERIALS

24-Jul-18	25-Jul-18	26-Jul-18	27-Jul-18
Minglanilla 1 & 2	ALCANTARA	San Fernando	STA. FE
CARMEN	RONDA	SIBONGA	BANTAYAN 1 & 2
CATMON	DUMANJUG 1 & 2	ARGAO 1 & 2	MADRIDEJOS
SOGOD	BARILI 1 & 2	DALAGUETE 1&2	SAN FRANCISCO
BORBON	ALGUINSAN	ALCOY	TUDELA
TABOGON	PINAMUNGAJAN 1 & 2	BOLJOON	PILAR
DAANBANTAYAN 1 & 2	BALAMBAN 1 & 2	OSLOB	PORO
MEDELLIN	ASTURIAS	SANTANDER	MOALBOAL
CORDOVA	TUBURAN 1 & 2	SAMBOAN	SAN REMEGIO 1 & 2
CONSOLACION	TABUELAN	GINATILAN	
LILOAN		MALABUYOC	
COMPOSTELA		ALEGRIA	
		BADIAN	