



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. G.M. Reyes Street, Kalibo, Aklan



October 1, 2020

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

**ATTN: PATROCENIA Y. MAMBURAM**  
Administrative Officer V

Dr. Aposin:

We would like to request the following personnel to report to the DepEd Aklan Division Office from **October 5-14, 2020** to facilitate the **reproduction and distribution of Grades 10 modules for distribution to the schools:**

	Name	District	School Assignment
1	Richelle R. Alojado	Balete	Father Julian C. Rago Memorial NHS
2	Reilyn C. De Juan	Balete	Jose Borromeo Legaspi NHS
3	Mayet H. Ramos	Balete	Cortes IS
4	Herley Mae E. Oquendo	Banga	Mangan NHS
5	King Paul R. Recto	Batan	Camaligan NHS
6	Paola Angela Z. Bautista	Libacao	Libacao National Forestry Vocational HS
7	Jade Keenabelle A. Luis	Madalag	Alaminos NHS
8	Iann N. Buergo	Madalag	Madalag NHS
9	Krissel R. Beltran	Malinao	Kinalangay Viejo IS
10	Shelley Jade R. Resico	Malinao	Navitas NHS
11	Jennifer Jane Zante	Nabas	Toledo NHS ( <i>lives in Numancia</i> )
12	Gemma Belle A. Fuentes	New Wash	New Washington NCHS
13	Elean G. Tabas	Tangalan	Jawili IS
14	Lovelyn I. Tapispisan	Tangalan	Panayakan NHS
15	Clinton R. Tiberio	Tangalan	Tamalagon IS

Pursuant to DepEd Order No. 18, s. 2020 ("Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan"), Section V, A, 5.4 states: "In view of the extreme urgency to provide the minimum SY 2020-2021 Quarter 1 SLMs to learners on or before the opening of classes (edit: October 5, 2020), the SDOs are given the flexibility to determine the standard technical specifications in the procurement or in-house/by administration production of printing and delivery of SLMs."

The division does not have enough human resources to comply with the terms of said Policy Guidelines, hence the need to augment the LR personnel with some Administrative Assistants from the schools to facilitate the reproduction of modules and to deliver these modules to the schools on time.

Due to the foregoing, travel and other related expenses incurred by the requested personnel concerning the activity shall be charged against downloaded funds to the division subject to the usual accounting and auditing rules and regulations.

Your favorable response is greatly appreciated.

Sincerely,

  
**Mr. MAHNNIE Q. TOLENTINO**  
Project Development Officer II  
Division Focal Person – LRMS

Approved:

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent