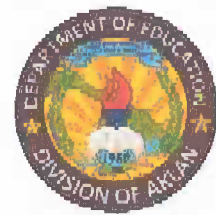




Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. G.M. Reyes Street, Kalibo, Aklan



October 9, 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 12-13, 2020** to facilitate the sorting of **Grades 10 modules for distribution to the schools:**

	Name	District	School Assignment
1	Elaine Manic A. Perez	Kalibo	Aklan Nat'l HS for Arts and Trades
2	Edholin I. Zornil	Banga	Aguinaldo T. Repledad Sr. IS
3	Gener R. Barrera	Banga	Bacan NHS
4	Lilli Jane R. Billones	Lezo	Lezo IS
5	Joy A. Naigan	Banga	Daja Sur NHS
6	Mark Jayson T. Leyson	Banga	Petronilo C. Ibadlit NHS
7	Jose Mickel Frenchmond V. Retiro	Kalibo	Camancil NHS
8	Ma. Nonie M. Gardose	Kalibo	Unabuan NHS
9	Roselyn M. Bustamante	Kalibo	Gaudencio L. Vega NHS
10	Pearl Marie I. de la Cruz	Malinao	Malinao School for Phil. Craftsmen
11	Ma. Gracelle Jay L. Gallega	Numancia	Numancia Nat'l School of Fisheries
12	Therese Allen Y. Jayme	Malinao	Rosario NHS
13	Rhoda A. Urela	Lezo	Catalino M. Prado NHS
14	Niño Angelo T. Yabut	Malinao	Ciriaco L. Icamina Sr. NHS
15	Glory Faith C. Ruan	New Washington	Candelaria NHS
16	Banie Jam Tabernilla	Makato	Makato IS
17	Zyra Eleanor Custodia	Makato	Dr. Ramon B. Legaspi NHS
18	Niño Sean Axl Morales	Tangalan	Tangalan NHS
19	Emet Z. Garcia	Malinao	Lila-an NHS

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