



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

14 Apr 2026

DIVISION MEMORANDUM

No. 192, s. 2026

**ANNOUNCEMENT OF REDISTRIBUTION AND REITERATION ON THE
UTILIZATION OF SELF-LEARNING MODULES (SLMS)**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief
OIC-SGOD Chief
Education Program Supervisors
School Heads/OICs (Public Elementary and Secondary Schools)
School Administrative Officer II (Public Elementary and Secondary Schools)
All others concerned

1. Pursuant to Regional Memorandum No. 382, s. 2024 (Reiteration on the Utilization of Self-Learning Modules [SLMs]), RM 406, s. 2024 (Addendum on the Utilization of Self-Learning Modules [SLMs]), and RM 462, s. 2025 (Reiteration on the Proper Distribution and Storage of SLMs and Guidelines on Loss and Damage LRs Due to Calamities), this Office hereby announces the redistribution of Self-Learning Modules (SLMs) and reiterates existing policies on their proper use, storage, and reporting.
2. To address the undistributed and stored SLMs, this initiative aims to:
 - Decongest storage areas, especially those affected by upcoming infrastructure activities;
 - Prevent further damage or deterioration of learning materials; and
 - Ensure eventual utilization of SLMs by learners.
3. Considering that the distribution may take place during the vacation period, the following guidelines are highlighted:
 - The activity does not require the presence of teaching personnel. School property custodian/administrative staff shall receive the SLMs.
 - Immediate distribution to learners is not required during this period.
 - Schools shall **temporarily store the SLMs in available secure spaces** (e.g., stockrooms, unused classrooms, offices). Detailed sorting and distribution to teachers and learners may be conducted upon resumption of classes.



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscity



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4. To streamline workflows and prevent delays:
 - Schools are required to bring at least one (1) utility personnel or support staff during distribution; and
 - Said personnel shall assist in the simultaneous sorting and loading of SLMs during distribution.
5. Distribution will be organized by batch. The specific schedule for each batch shall be communicated through the official group chat. All schools are expected to strictly adhere to their assigned batch schedule to ensure an orderly and efficient release of SLMs.
6. Schools **unable to pick up** their allocated SLMs on the scheduled dates must **submit a written justification** to the Schools Division Superintendent, detailing the reasons for the delay and indicating any necessary logistical necessary support.
7. For queries and clarifications, you may contact Ms. Reena Jay T. Marty, Administrative Officer IV, at 09684712502 or via e-mail at reenajay.topacio@deped.gov.ph.
8. For immediate dissemination and compliance.




LITO A. PALOMAR

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent.

Encl.: as stated
Reference: as stated
To be indicated in the Perpetual Index
under the following subject:

LEARNING RESOURCES

asu-sp/rjtm/03-25-2026 

Enclosure No. 1 to Division Memorandum No. 192, s. 2026

GUIDELINES ON PROPER DISTRIBUTION, STORAGE AND UTILIZATION OF SELF-LEARNING MODULES

Distribution of SLMS

1. The Schools Division Office (SDO), through the Supply and Property Unit, is tasked to facilitate the immediate distribution of all remaining undelivered SLMs to school in an organized manner.
2. Schools must distribute the modules and ultimately reach the learners as soon as possible. **It shall be distributed to learners upon resumption of classes.**
3. The distribution process should be temporarily suspended in the event of natural calamities or announced suspension of classes to avoid risks to personnel and materials.

Utilization of SLMs

1. Teachers are required to integrate the SLMs into their lesson plans and instructional strategies.
2. SLMs shall serve as primary resources during blended and distance learning sessions.
3. Schools shall provide necessary guidance and support to students and parents on how to effectively use the SLMs for home study.

Storage of SLMs

1. The SDO and schools shall ensure proper, secure storage and accounting of all SLMs for both delivered and incoming SLMs, to prevent damage and loss including those intended for succeeding quarters.
2. SLMs that are lost or damaged due to calamities or as a result of regular usage over time shall not be charged against learners.
3. **SLMs distributed to Schools are no longer required to be returned to the concerned teachers.** Learners are encouraged to keep their SLMs for continued use and reference throughout the academic year.