

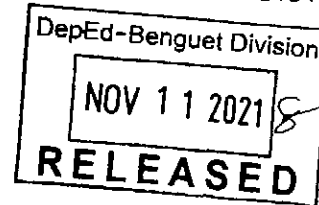


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

November 10, 2021

**DIVISION MEMORANDUM**

No. 454 s. 2021



**TO:** All Public Schools District supervisors/ District Coordinating Principals  
All Public Elementary and Secondary School Heads  
All Others Concerned

**SORTING AND PACKING OF LEARNING MATERIALS**

1. To facilitate the distribution of all available learning materials at the Schools Division Office, all PSDSs/ DCPs are requested to identify 2 personnel from their districts to report at the SDO this November 12 and 13, 2021 (Friday and Saturday) to sort and pack these LMs per school and per district ready for hauling and distribution to the different schools.
2. All personnel involved who shall be reporting this Saturday will be given one-day service credit or COC.
3. The personnel at the Supply Office shall guide and assist in the above stated activity while the CID - LR is requested to prepare the distribution list per school and district.
4. Expenses of the identified personnel relative to this activity may be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate information and dissemination to all concerned is desired.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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