



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

Aug. 4, 2020

DIVISION MEMORANDUM

No. 123, s. 20 20

PRINTING OF THE ALTERNATIVE DELIVERY MODE (ADM) MODULES

To: Assistant Schools Division Superintendent
Division Chiefs
Elementary and Secondary School Heads
All Others Concerned

1. This Office shall have the in-house printing and production of the Alternative Delivery Mode (ADM) modules which shall be distributed to the learners one (1) week before the start of classes.
2. With this, printing and packaging shall be done by the schools as per agreement during the Online Meeting of School Heads dated August 3, 2020.
3. Each school must devise a system for printing and packaging of the ADM modules.
4. The following standards should be considered:
 - Printing
 - a. Paper to be used must be A4 in size and must have a substance of 80 GSM.
 - b. Only the cover page of each module must be colored.
 - c. Merged modules must be packaged as one booklet.
 - Packaging
 - a. Modules must be stapled and the stapled side must be covered with a masking tape. The front part must be covered with a transparent plastic and the back part can be covered with any hard material.
 - b. Each module per learning area per grade level must be contained in one plastic envelope. For example, a learner with 8 subjects shall receive an envelope containing 8 modules.
5. School Heads shall accomplish a copy of the Joint Affidavit of Undertaking uploaded in the link shared during the meeting. Upload the signed copy to the same link on or before August 7, 2020.
6. For information, guidance and compliance.

REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Div. Superintendent

Encl:
Reference:

To be indicated in the Perpetual Index
Under the following subjects:
Teaching Aids, Education

CID/esc/jtc



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