



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

August 7, 2020

DIVISION MEMORANDUM
No. 124, s. 20 20

UTILIZATION OF ALTERNATIVE DELIVERY MODE (ADM) MODULES TO PRIVATE SCHOOLS

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Private School Heads
All Others Concerned

1. Relative to the preparation of schools in the production and packaging of learning modules, this Office informs the private schools on the utilization of Alternative Delivery Modules (ADMs) for their additional learning resources.
2. Private schools are advised to send their letter requests and indicate their grade level and track offerings to provide this Office a basis of the materials to be shared.
3. The schools should also indicate in their letter the email address of the school principal where modules shall be sent.
4. Attached is the Joint Affidavit of Undertaking to be accomplished by the school head and emailed to the Division Office through jessica.castaneda@deped.gov.ph.
5. The accomplished Joint Affidavit of Undertaking shall be the basis for the release of the ADMs.
6. Schools must strictly adhere to items 3, 4, and 5 of the Affidavit. Non-compliance to the said items shall entail necessary actions.
7. The following should also be taken into consideration:
 - a. Parents should be oriented on the proper use of the modules.
 - b. The school head should be in full responsibility of the materials.
 - c. If schools shall provide softcopies to the parents, reiterate that it should only be for personal use and not for sharing to other



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net

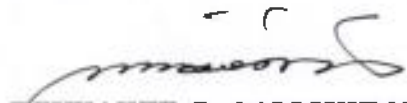


Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1

individuals to avoid leakage and printing of the modules for commercial purposes.

- d. Merged modules shall be packaged as one booklet.
- e. Answer key should be included in the package.

8. Immediate dissemination of the Memorandum is desired.


REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: as stated

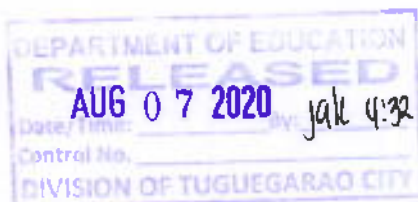
Reference: Regional Basic Education Learning Continuity Plan Policy on Learning Modalities

To be indicated in the Perpetual Index
Under the following subjects:

LEARNING DELIVERY MODALITIES

SCHOOLS

cid/esc/jtc



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Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	2



Republic of the Philippines)
Province of Cagayan) S.S
City of Tuguegarao)

JOINT AFFIDAVIT OF UNDERTAKING

I, **JUAN DELA CRUZ**, all of legal age, and Filipino citizen, and presently residing at Bagay, Tuguegarao City, Cagayan, after first having been duly sworn to in accordance with law depose and say THAT:

1. I am the current School Head of XXXX University, a private school catering basic education under the jurisdiction and supervision of the Department of Education Schools Division of Tuguegarao City;
2. In view of the implementation of alternative modes of learning delivery for the incoming school year 2020-2021, we are directed to print and reproduce Alternative Delivery Mode (ADM) modules the soft copies of which will be given to us by the Schools Division Office which shall in turn be distributed to our learners;
3. I undertake to print and reproduce these learning modules **exclusively** for DepEd Schools Division of Tuguegarao City use;
4. I likewise undertake to preserve the integrity of the modules and shall not reproduce them, directly or indirectly, for profit nor allow the illegal use thereof;
5. I further undertake to be held liable, civilly, administratively, and criminally, for the leakage, selective or otherwise, of any of the modules or any portion thereof, to unauthorized persons; and
6. I have executed this affidavit freely, voluntarily, and intelligently.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of August 2020 in Tuguegarao City, Cagayan.

JUAN DELA CRUZ
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of August 2020 in Tuguegarao City, Cagayan, Philippines after affiants exhibited to me their respective government issued identification cards as competent evidence of their identity.

Doc. No. ____
Page No. ____
Book No. ____
Series of 2020