



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



24 June 2025

Regional Memorandum
No.462 s.2025

**REITERATION ON THE PROPER DISTRIBUTION AND
STORAGE OF SLMS AND GUIDELINES ON LOSS
AND DAMAGE LRS DUE TO CALAMITIES**

To **Schools Division Superintendents**

1. In support of our continuing efforts to ensure the availability and integrity of Self-Learning Modules (SLMs), this Office reiterates the importance of proper distribution, storage, and accountability, especially in the context of natural calamities and class suspensions.
2. All Schools Division Offices (SDOs) are directed to facilitate the immediate distribution of all remaining undelivered SLMs to schools. Distribution must be conducted in an organized manner, preferably by clustering schools to ensure efficiency and reduce logistical challenges. The modules must ultimately reach the learners as soon as possible. However, 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.
3. Further, SDOs and schools must ensure that adequate, secure, and weatherproof storage facilities are available and utilized for both delivered and incoming SLMs, including those intended for succeeding quarters. All delivered modules must be accounted for, properly stacked, and stored in a manner that prevents damage due to exposure, pests, or other avoidable risks.
4. This Office also reminds all SDOs that SLMs that are lost or damaged due to calamities or as a result of regular usage over time shall not be charged against learners. The replacement of such materials should be managed by the school or division office. However, disposable worksheets and activity sheets may be reproduced by the school as needed to support uninterrupted instruction.
5. To ensure compliance, all SDOs are requested to submit a consolidated report indicating the status of SLM distribution, condition, and availability of storage facilities, and any issues related to loss or damage of modules, including actions taken to address these concerns. This report shall form part of the continuous quarterly monitoring efforts.



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Certificate No. PHP QMS
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6. For clarification and further inquiries, you may contact the CLMD-Learning Resource Management Section at (02) 8681-2114 local 420.
7. Immediate dissemination and strict compliance with this Memorandum are desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

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