



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF TABUK CITY



Office of the Schools Division Superintendent

16/October/2023

**DIVISION MEMORANDUM**

No: 423 s. 2023

**MAPPING AND INVENTORY OF LOCALLY DEVELOPED LEARNING MATERIALS FOR ALTERNATIVE DELIVERY MODE (ADM)**

TO: Public Schools District Supervisors  
School Heads  
All Others Concerned

1. This office announces the conduct of mapping and inventory of locally developed learning modules and activity sheets in the different subject areas and grade levels on October 19-21, 2023 at Davidson Hotel & Restaurant, Bulanao, Tabuk City.
2. This activity aims to determine the availability & lacking modules in each learning area & grade level in order to ensure the completeness & provision of appropriate Alternative Delivery Module Learning Resources.
3. The participants to this activity are school Learning Resource Coordinators & selected subject teachers. The participants are given one (1) - day service credit in lieu of October 21, 2023 which is Saturday. Please refer to Enclosure A for the List of Participants.
4. All participants are advised to give seatwork, activity sheets to their learners and coordinate with their co-teachers to take charge of their classes while attending the said activity. They are also required to bring their laptops and a list of school locally developed learning materials.
5. Transportation and other incidental expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations while meals and snacks during the conduct of the activity will be charged from the ADM downloaded funds.
6. Immediate Dissemination of this memorandum is desired.

**BENEDICTA B. GAMATERO, PHD, CESO V**  
Schools Division Superintendent