



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 474, s. 2020

October 6, 2020

**TRAINING ON DUPLO OPERATION AND SIMPLE TROUBLE SHOOTING
AND DISTRIBUTION OF CONSUMABLES FOR PRINTING OF LOCALLY MADE
LEARNING MATERIALS/ ACTIVITY SHEETS**

To: Chief, Curriculum Instruction Division
Public Schools District Supervisors
Elementary and Secondary School Heads Concerned
LRMS Personnel
Supply Office Personnel

1. In reference to the implementation of this Division Basic Education Learning Continuity Plan (BE- LCP) particularly on production/ reproduction of learning resources, this Office informs the field that there will be a training on Duplo Operation and Simple Troubleshooting and Distribution of Consumables for the printing of locally made learning materials/ activity sheets for 1st and 2nd Quarters at Ramon Magsaysay Central Elementary School on October 7, 2020 @ 8:00 o'clock in the morning up to 12:00 noon. The distribution of consumables will follow in the afternoon at the Schools Division Office Tent.
2. Participants of the said training are the following:
 - a) Public Schools District Supervisors
 - b) 47 Teachers (1 per school identified as In- Charge for LR Printing)
 - c) LRMS Personnel
3. This office reiterates that all participants shall observe the minimum health protocols at all times that include wearing of face masks, face shields, physical distancing of 1-2 meters, hand washing with soap and water, sanitizing with 70% alcohol, and using of foot bath.
4. Travel expenses of the participants shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination, guidance, and compliance.

SCHOOLS DIVISION OF DIGOS CITY
RECORDS SECTION

RELEASED
20-03174

DATE: 07 OCT 2020 TIME: 9:54am

BY: fr

CRISTY C. EPE
Schools Division Superintendent

