



**RELEASED**

Sept. 22, 2020

DATE:

*SW*  
9/22/20

**DIVISION MEMORANDUM**

To : **Mr. Mark Anthony O. Macahilo, T-111, TCCS**  
**Mrs. Marivic O. Seduncillo, T1, Tugas ES**  
**Mrs. Edith M. Macahilo, Sicot ES**  
**Mrs. Jelife C. Encallado, T111, LTMCS**  
**Mr. Bryan Y. De Castro, T1, LTMCS**  
**Mrs. Rhoda Mae P. Abatayo, T1, Minsubong ES**

Subject : **Printing, Reproduction, Repacking and Distribution of MHPSS Materials**

1. Provision of MHPSS for learners is scheduled on Sept. 28 – October 2, 2020. Printing of materials for learners opted for modular learning will be provided by the DRRM section of this Division.
2. As being assigned in the division committee for printing, reproduction, repacking and distribution of MHPSS materials, you are hereby directed to report to the DRRM section in this Division on Wednesday September 23 to Tuesday September 29, 2020 to perform the function of the committee.
3. Attached is the enclosure for the composition of the committee.
4. Immediate and wide dissemination and compliance is desired.

AEC/jpv/9-22-2020

*AG*  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent



**Committee for Division Printing, Reproduction, Repacking and  
Distribution of MHPSS Materials**

**Chairman** : **Bryan Y. De Castro**, T-111, TCCS  
**Co-Chairman** : **Mrs. Rhoda Mae P. Abatayo**, T1, Minsubong ES

**Members** : **Mr. Mark Anthony O. Macahilo**, T-111, TCCS  
**Mrs. Marivic O. Seduncillo**, T1, Tugas ES  
**Mrs. Edith M. Macahilo**, Sicot ES  
**Mrs. Jerlife C. Encallado**, LTMCS  
**Mr. Bryan De Castro**, LTMCS  
**Mrs. Rhoda Mae P. Abatayo**, T1, Minsubong ES

**Functions** :

1. Coordinate with the Division DRRM Coordinator on the modules to be printed.
2. Assist the supply office in the printing of the modules.
3. Bind the printed sheets into booklets/modules.
4. Repack modules based on the number of learner recipients per school
5. Distribute modules to all schools using the distribution list.

