

# **Department of Education**REGION VII – CENTRAL VISAYAS SCHOOLS DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

April 16, 2021

DIVISION MEMORANDUM No. 1/6, s. 2021

## DESIGNATION ORDERS FOR THE SELF-LEARNING MODULES (SLM) DEVELOPMENT MANAGEMENT TEAM

To: Assistant Schools Division Superintendents
Chief, CID
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads
All others concerned

- 1. This Office is hereby directing the District Supervisors to prepare the designation orders of your respective SLM Development Management Teams. See attached enclosure for the templates of the designation order.
- 2. Public Schools District Supervisors are advised to use and follow the said templates in preparing the designation order for their In-house content editors, language editors, proofreaders and typesetters. The designation order must be initialed by the Public Schools District Supervisor, being the recommending party, before submitting it to the Division Office for signature of the undersigned on or before April 30, 2021 through the Office of the Assistant Schools Division Superintendent, Dr. Fay C. Luarez.
- 3. Immediate dissemination of and compliance with this Memorandum is desired.

MARIL N SANDALES EdD, CESO V
Schools Division Superintendent

MSA/FCL/Lasay



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City

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#### Department of Education REGION VII - CENTRAL VISAYAS SCHOOLS DIVISION OF CEBU PROVINCE

To : (Full Name of the member)			Date:
1. You are hereby designated as IN-HOUSE CONTENT EDITOR of	Offic	e of the	e Schools Division Superintendent
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1. You are hereby designated as IN-HOUSE CONTENT EDITOR of	То	:	(Full Name of the member)
1. You are hereby designated as IN-HOUSE CONTENT EDITOR of District effective			(Position)
District effective			(School & District)
District effective 2021, revocable any time within the year subject to performance evaluation.  2. As designated In-house Content Editor, you are to perform the following duties and responsibilities:  2.1 Review and verify the accuracy of the contents of the manuscript and make sure that it is free from social content violations and plagiarized content and illustrations;  2.2 Check the compliance of Self-Learning Modules or manuscript to the curriculum standards;  2.3 Give comments and recommendations;  2.4 Help the writer in developing content or in revising the parts that need improvement;  2.5 Ensure that given comments and suggestions are incorporated in the manuscripts;  2.6 Prepare and submit the manuscript with marginal notes; and  2.7 Attend orientation and editorial meetings related to the development of SLMs/ADM LR.  3. You are required to work closely with your Public Schools District Supervisor, (name of PSDS) as your immediate supervisor relative to the designation mentioned above.  4. This designation is in addition to your duties and functions as classroom teacher, without additional remuneration nor preference for promotion.  5. For your information and compliance.  MARILYN S. ANDALES EdD, CESO V Schools Division Superintendent		,	
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MARILYN S. ANDALES EdD, CESO V Schools Division Superintendent  CONFORME:			
Schools Division Superintendent  CONFORME:	5.	For you	ar information and compliance.
Schools Division Superintendent  CONFORME:		•	
Schools Division Superintendent  CONFORME:			
			•
Date:	CON	FORME	:
	 Date	•	



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#### Department of Education REGION VII – CENTRAL VISAYAS SCHOOLS DIVISION OF CEBU PROVINCE

Date:	
Office of the Schools Division Superintendent	
MEMORANDUM	
To : (Full Name of the member)	
(Position)	
(School & District)	
1. You are hereby designated as <b>IN-HOUSE LANGUAGE EDITOR</b> of	ect to
2. As designated In-house Language Editor, you are to perform the following dution responsibilities:	es and
2.1 Review the manuscript for language errors (e.g. faithfulness in trans coherence and clarity, grammar and syntax, spelling and punctuation, consiste style, etc.)	
2.2 Ensure the compliance of SLM/ADM learning resource or manuscripts required style guide (CMOS);	to the
2.3 Give comments and recommendations;	
2.4 Ensure that given comments and suggestions are incorporated in the manu	script;
2.5 Prepare and submit the manuscript with marginal notes on time; and	
2.6 Attend orientation and editorial meetings related to the development SLMs/ADM LR.	ent of
3. You are required to work closely with your Public Schools District Supe (name of PSDS), as your immediate supervisor relative designation mentioned above.	
4. This designation is in addition to your duties and functions as classroom te without additional remuneration nor preference for promotion.	acher,
5. For your information and compliance.	
MARILYN S. ANDALES EdD, CE Schools Division Superintende	
CONFORME:	
Date:	



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~~~			ate:
		the Schools Division Superintendent	
	(IORAN		
То	:	(Full Name of the member)	
		(Position)	
		(School & District)	
1.	You a	are hereby designated as <b>PROOFREADER</b> of I 2021, revocable any time within the year subject to performa	
2.	As des	esignated Proofreader, you are to perform the following duties and	responsibilities:
		Ensure that the material is free from errors in terms of grantetuation marks, format; and	nmar, spelling,
	2.2 A	Approve manuscript for the Intellectual property.	
	(na	are required to work closely with your Public Schools Distriction of PSDS) as your immediate supervisor ation mentioned above.	-
		designation is in addition to your duties and functions as clast additional remuneration nor preference for promotion.	sroom teacher,
5.	For yo	your information and compliance.	
		MARILYN S. ANDALES Schools Division Sup	
CON	FORME	ME:	
 Date	:		



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Offic	e of th	the Schools Division Superintendent	)ate:
	1ORAN	<del>-</del>	
То	:	(Full Name of the member)	
		(Position)	
		(School & District)	
1.	You a	are hereby designated as <b>TYPESETTER</b> of	
2.	As des	esignated Typesetter, you are to perform the following duties and	responsibilities:
		Ensure that the material is free from topographical errors actuation marks;	s, spelling, and
		format, style and arrange text and illustrations for publication k clear and legible, without any distracting element; and	s and make the
		type correctly the minor suggested marginal errors as suggested language editors.	by the content
	(na	are required to work closely with your Public Schools Distraction mentioned above.	
		designation is in addition to your duties and functions as cla additional remuneration nor preference for promotion.	ssroom teacher,
5.	For yo	our information and compliance.	
		MARILYN S. ANDALE: Schools Division Su	
	FORMI	IE:	
Date	•		



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