



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

April 16, 2021

DIVISION MEMORANDUM

No. 116, 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.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/FCL/Lasay



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
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Republic of the Philippines
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 **IN-HOUSE CONTENT EDITOR** of _____ 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

CONFORME:

Date: _____



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Date: _____

Office of the Schools Division Superintendent

MEMORANDUM

To : (Full Name of the member)
(Position)
(School & District)

1. You are hereby designated as **IN-HOUSE LANGUAGE EDITOR** of _____ District effective _____ 2021, revocable any time within the year subject to performance evaluation.

2. As designated In-house Language Editor, you are to perform the following duties and responsibilities:

2.1 Review the manuscript for language errors (e.g. faithfulness in translation, coherence and clarity, grammar and syntax, spelling and punctuation, consistency in style, etc.)

2.2 Ensure the compliance of SLM/ADM learning resource or manuscripts to the required style guide (CMOS);

2.3 Give comments and recommendations;

2.4 Ensure that given comments and suggestions are **incorporated** in the manuscript;

2.5 Prepare and submit the manuscript with marginal notes on time; and

2.6 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

CONFORME:

Date: _____





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MEMORANDUM

To : (Full Name of the member)
(Position)
(School & District)

1. You are hereby designated as **PROOFREADER** of _____ District effective _____ 2021, revocable any time within the year subject to performance evaluation.
2. As designated Proofreader, you are to perform the following duties and responsibilities:
 - 2.1 Ensure that the material is free from errors in terms of grammar, spelling, punctuation marks, format; and
 - 2.2 Approve manuscript for the Intellectual property.
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

CONFORME:

Date: _____



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MEMORANDUM

To : (Full Name of the member)
(Position)
(School & District)

1. You are hereby designated as **TYPESETTER** of _____ District effective _____ 2021, revocable any time within the year subject to performance evaluation.
2. As designated Typesetter, you are to perform the following duties and responsibilities:
 - 2.1 Ensure that the material is free from topographical errors, spelling, and punctuation marks;
 - 2.2 format, style and arrange text and illustrations for publications and make the work clear and legible, without any distracting element; and
 - 2.3 type correctly the minor suggested marginal errors as suggested by the content and language editors.
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

CONFORME:

Date: _____

