July 24, 2018

MEMORANDUM No. <u>453</u>, s. 2018

PROTOCOL ON PRINTING AND/OR REPRODUCTION OF LEARNING RESOURCES AND OTHER MATERIALS FOR OFFICE/DISTRICT/SCHOOL USE

TO: Assistant Schools Division Superintendents

CID/SGOD Chiefs
DEPS & PSDS/DIC's
Division Section Heads

School Heads Elementary, Junior and Senior High Schoolo

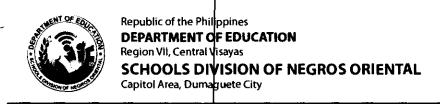
All Concern

- 1. This office announces the new protocol of printing and/or mass reproduction of learning resources or other materials for school/division-wide utilization. This is made due to the transfer of the **Risograph** Machine and the operator, Mr. Dionesio Pontiñela at the Division Learning Resource Center.
- Attached is the Request Form for the end-user to comply prior to the printing or reproduction of
 materials, this is one way of tracking the care, maintenance and utilization of the machine and to
 account whether the printing materials such as toner, master roll, bond papers and the others will
 be provided or be produced by the requesting party.
- 3. Please be guided accordingly.
- 4. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS, Ph. D., CESO VI Schools Division Superintendent

WDB/CID/LRMDC/rra Use of Riso Machine

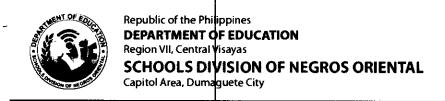
12 5 JUL 2016





1.1 REQUEST FORM	
Name:	Date:
	Cell No.
1.1.1. GENERAL DESCR	PTION OF THE RESOURCES:
Title of Resource/s:	
Other Material/s:	
Nature of Resource	(Check the appropriate box)
Learning Resou	rce Teaching Resource PDMs Others
Intended User/s (G	ade Level/Office/etc.):
1.1.2. Check all the Se	rvices Requested:
Reproduce P	rint Resource in current format
Reproduce ir	Е-сору
No. of Copies Requ	ested per Material:
1.1.3. Requested By:	
	(Signature over Printed Name)
Co	ntact Details:
	y the Division LRC Personnel: (Requirements to be complied by the prior to reproduction)
Book Paper 20	Long Book Paper 20 Short CD+RW
White Woove	
Developer Ton	er CV Black Master Roll CV
Remark/s:	
	(Detach this Portion)
1.2 CLAIM STUB:	
	arty: Office:
No. of Copies Request	ed per Material:
Approved:	
ROSELAR	R. ABIERA Date:, 20
	ADS Managor

DEPS, LAMDS Manager





1.1 REQUEST FORM	
Name:	Date:
	Cell No.
1.1.1. GENERAL DESCRI	PTION OF THE RESOURCES:
Title of Resource/s: _	
Other Material/s:	
Nature of Resource:	(Check the appropriate box)
Learning Resour	ce Teaching Resource PDMs Others
Intended User/s (Gr	ade Level/Office/etc.):
1.1.2. Check all the Se	vices Requested:
Reproduce Pr	int Resource in current format
Reproduce in	Е-сору
No. of Copies Reque	sted per Material:
1.1.3. Requested By:	
	(Signature over Printed Name)
Cor	tact Details:
	the Division LRC Personnel: (Requirements to be complied by the prior to reproduction)
Book Paper 20 I	ong Book Paper 20 Short CD+RW
White Woove Lo	
Developer Tone	r CV Black Master Roll CV
Remark/s:	
<u> </u>	
1.2 CLAIM STUB:	(Detach this Portion)
	rly: Office:
Title of the Resource/Mo	aterial/s:
No. of Copies Requeste	d per Material:
Approved:	
<u>ROSELA R.</u> DEPS, LRM	ABIERA Date:, 20