



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

July 18, 2025

**DIVISION MEMORANDUM**

No. 058 s., 2025

**UTILIZATION OF SUPPLEMENTARY LEARNING RESOURCES  
FROM THE LIBRARY HUBS**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Division Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 159, s. 2023 entitled "Dissemination of the Letter of the Undersecretary for Curriculum and Teaching, Re: Reiterating the 'Institutionalization of DepEd Library Hub Project in All Regions and Divisions Nationwide' per DepEd Order No. 64, s. 2009," this Office hereby enjoins all public elementary and secondary schools to support the project through the effective utilization of supplementary learning resources from the Division Library Hubs located at Plaridel Central School, Plaridel District, Pulilan Central School, Pulilan District, and Sta. Monica ES, Hagonoy West District.
2. Enclosed in this Memorandum are the following:
  - Division policy on the utilization of SLRs from the Library Hubs; and,
  - Updated list of SLRs.
3. The expenses for the delivery and retrieval of SLRs can be charged to local funds, subject to usual accounting and auditing rules and regulations.
4. For queries and concerns, please contact the Division Librarian, Ms. Joannarie C. Garcia.
5. Immediate dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent

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**DIVISION POLICY ON THE UTILIZATION OF LIBRARY HUB  
SUPPLEMENTARY LEARNING RESOURCES**

**Delivery and Retrieval**

1. The Library Hub librarian/library in-charge shall keep an updated list of all public elementary and high schools, including ALS Community Centers and Inclusive Learning Resource Centers in the division, for reference. The list shall include the names of personnel authorized to receive supplementary learning resources from the Library Hub, including:
  - a. **School Head:** takes full responsibility and accountability over the SLRs received from the Library Hub; in cases of retirement, resignation, transfer, travel abroad, or other forms of separation from service, accountability shall be transferred to the new school head or officer-in-charge
  - b. **School Librarian/Library Coordinator:** assists the School Head in receiving books from the Library Hub; manages SLR distribution to/retrieval from teachers
  - c. **Authorized Representative:** receives reading materials when the School Head and/or the School Librarian/Library or library coordinator are not in the school
2. The Library Hub librarian/library in-charge shall prepare the book bins and necessary documents for the SLRs to be picked up. The Library Hub shall adopt and follow the prescribed schedule for borrowing SLRs from Monday to Friday, 8:00 a.m. to 5:00 p.m. The Library Hub has the right to refuse borrowing SLRs outside this schedule.
3. The School Head, School Librarian/Library Coordinator, or Authorized Representative shall countercheck the borrowed SLRs for accuracy before receiving the book bin from the Library Hub librarian/library in-charge.



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Inconsistencies must be recorded and countersigned on both the school and Library Hub copies of the Delivery and Retrieval Receipt.

4. School Heads may craft localized rules and regulations as a protection of their accountability while ensuring the effective and full utilization of these resources.
5. **Learners are expected to utilize the delivered SLRs. Classroom teachers shall complete the utilization report every time they use SLRs.** In the event that the learners have exhausted the SLRs to their full capacity during the school year, the school may request their replacement with available titles from the Library Hub collection, provided the school shoulders the costs of borrowing these materials from the Library Hub.
6. Losses and damages shall be reported immediately.
7. Book bins will be retrieved by the Library Hub. The delivery personnel shall ensure the accuracy and condition of the retrieved SLRs before leaving the vicinity of the school, noting losses and damages and reporting such to the Library Hub librarian/library in-charge.

### **Handling Losses and Damages**

Losses and damages can be minimized or prevented depending on the circumstances, such as: 1) due to calamities or uncontrolled events; 2) due to the transfer or dropping-out of the learner; and 3) due to negligence. Lost and damaged SLRs must be immediately reported.

Losses and damages to SLRs due to legitimate, unintentional and justified reasons and due to negligence are covered by the following provisions:

- I. Losses Due to Natural Calamities and Uncontrolled Events (force majeure)
  - a. The learner who loses DepEd-issued LR due to unforeseen and uncontrollable disasters like typhoons, floods, earthquakes, and fire, or events like theft and/or accidents, must write a letter to his/her



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- ii. If option a cannot be met, the lost/damaged SLR must be paid at the SDO Cashier. An official receipt of payment shall be remitted in the same manner as payment of other government property, in accordance with COA rules and regulations. A second-hand or photocopied SLR shall not be accepted as a replacement for the lost and damaged SLR.

1. To determine the amount to be paid, the formula is:

Amount to be paid	=	acquisition cost + 30% markup (this covers inflation or an increase in prices of the SLRs in the market and Library Hub costs for bibliographic tagging and preventive maintenance expenses)
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