



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

27 Mar 2026

**DIVISION MEMORANDUM**

No. 178 s. 2026

**LIBRARY HUB SUPPLEMENTARY LEARNING RESOURCES (SLRs)  
INVENTORY, COLLECTION AND UTILIZATION SUMMARY AND VALIDATION OF  
UTILIZATION REPORTS**

To: Assistant Schools Division Superintendent  
Chiefs, CID, and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ Coordinators  
Elementary and Secondary Schools Heads  
All Others Concerned

1. Relative to the **RM No. 59, s. 2025 re: Guidelines on the Proper Distribution and Use of the Supplementary Learning Resources for the Library Hubs by the Regional Office and RM No. 842 s. 2025 re: Supplementary Guidelines on the Management and Operation of Library Hubs**, the Curriculum Implementation Division, through the Learning Resource Management Section shall conduct the validation of inventory of the distributed SLRs to different Sub-offices alongside all other reports relative to its utilization.
2. The respective District Library Hub Coordinators (DLHCs) shall conduct the initial inventory of the SLRs and shall be uploaded to this link <https://tinyurl.com/2026-LibHub-SLRs-Inventory> on or before April 10, 2026.
3. The inventory template with corresponding list of SLRs lent to each sub-office will be sent by the Cluster Hub Librarians / Library Hub-in-charge to the DLHCs.
4. Likewise, they shall also input data on this link <https://tinyurl.com/SY2025-26-SLR-USAGE-SUMMARY> for the immediate consolidation of data needed to be submitted to the Regional Office.
5. Also, each DLHC shall pick the venue school and specific date of the validation based on the coverage period of the activity which shall be communicated to the Cluster Hub librarian / Library Hub-in-charge for proper scheduling.
6. On the other hand, for Lobo Library Hub clients, school heads are requested to coordinate to the Hub Librarian, Ms. Connie De Torres for the schedule of validation of inventory and other related reports.



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7. The following personnel are assigned to perform the validation of inventory with the respective District Library Hub Coordinators (DLHCs) and school heads.

NO	ASSIGNED PERSONNEL	CLUSTER	SCHEDULE
1	Rosalinda A. Mendoza and Anselma M. Ebero with DLHC of respective sub-office	SDO, San Juan, Lobo, Nasugbu, Lemery	April 15 to May 24, 2026 (dates shall be coordinated to the concerned cluster hub librarian / library hub-in-charge to avoid conflict of schedule)
2	Connie D. Castillo with school head of respective school	Lobo	
3	Menchie V. Punzalan with DLHC of respective sub-office	Nasugbu	
4	Marites B. Enriquez with DLHC of respective sub-office	Lemery	

8. The teaching personnel involved in the activity shall be given service credit based on the number of hours served, based on DepEd Order No. 13, s. 2024, Revised Guidelines on the Grant of Vacation Service Credits for Teachers, to wit:

“Service credits shall be granted to teachers for attendance/ participation in trainings, seminars, and special DepEd projects and activities which are fully funded, partnered by DepEd and are short-term in duration such as English, Science, Math, and other learning area’s mentor’s training, curriculum writing workshop, planning, workshop, and alike, if such are held during weekends, holidays, Christmas, and summer/long vacation.”.

9. Expenses related to the conduct of this activity shall be charged to the school/ Division MOOE funds or other local funds, subject to usual accounting and auditing rules.

10. For inquiries, please get in touch with the LRMS office at telephone number 043-722-1840, loc 216.




**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
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11. Immediate dissemination of this Memorandum is earnestly desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

Encl: None

Reference: RM No. 59, s. 2025; RM No. 842 s. 2025

To be indicated in the Perpetual Index  
under the following subject:  
Issuances-Division Memorandum

AME/ Library Hub Supplementary Learning Resources (SLRs)  
Inventory, Collection and Utilization Summary and  
Validation of Utilization Reports /03-27-2026