



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

25 April 2025

DIVISION MEMORANDUM

No. 219, s. 2025

**INVENTORY OF LIBRARY HUBS' SUPPLEMENTARY LEARNING RESOURCES
(SLRs)**

- To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary Public School Heads
All Others Concerned
1. Relative to the **Regional Memorandum 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**, the Curriculum Implementation Division, through the Learning Resource Management Section shall conduct the inventory of the distributed old and new SLRs to different Sub-offices.
 2. The assigned personnel will also check the narrative and pictorial report of the utilization of the said SLRs alongside the accomplishment of the online monitoring link provided in connection with the implementation of the library hub activities.
 3. The following personnel are assigned to perform the inventory with the respective District Library Hub Coordinators (DLHCs).

NO	ASSIGNED PERSONNEL	CLUSTER	SCHEDULE
1	Rosalinda A. Mendoza Anselma M. Ebero Kristine Mae A. Catoy	SDO and San Juan	May 2025 (dates will be coordinated with DLHC of each sub-office to avoid conflict of schedule)
2	Connie D. Castillo	Lobo	May 2025 (dates will be coordinated with the school head of each school)
3	Menchie V. Punzalan	Nasugbu	After the 30-day uninterrupted vacation of teachers – the dates will be coordinated with DLHCs
4	Marites B. Enriquez	Lemery	After the 30-day uninterrupted vacation of teachers – the dates will be coordinated with DLHCs



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4. Likewise, this form <https://tinyurl.com/LibHub-Report-SY2024-2025> shall be accomplished by the DLHCs on or before May 2, 2025.
5. Teaching personnel involved in the conduct of this activity shall be given service credits based on the number of hours served in accordance with CSC and DBM Joint Circular No. 2, s. 2004 Re: Non-Monetary Remuneration for Overtime Services Rendered.
6. Travelling expenses on the conduct of this activity shall be charge against school / division subject to usual accounting and auditing procedures.
7. This Memorandum shall serve as Travel Order of the participants.
8. Immediate and wide dissemination of this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

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