



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

09 June 2025

**DIVISION MEMORANDUM**

No. 284, s. 2025

**MEETING OF LIBRARY HUB LIBRARIANS / LIBRARY HUB-IN-CHARGE**

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 and DM 219 s. 2025 re: Inventory of Library Hubs Supplementary Learning Resources (SLRs), this office announces the conduct of meeting of Library Hub Librarians / Library Hub-in-charge on June 11, 2025, 09:00AM @ Lemery Pilot Elementary School Library Hub, Lemery, Batangas.
2. The objectives of this activity are as follows:
  - a) Give feedback on the inventory of the distributed SLRs done in all Sub-offices
  - b) Plan for the monitoring and technical assistance in the utilization of the SLRs
  - c) Create mechanism in the proper distribution of the newly delivered SLRs from Regional and Central Offices.
  - d) Craft monitoring tool in the implementation of utilization of the SLRs
3. Below are the participants on the said meeting.

NO	NAME	CLUSTER	POSITION / DESIGNATION
1	Rosalinda A. Mendoza		EPS I
2	Anselma M. Ebero	SDO	Librarian II
3	Connie D. Castillo	Lobo	Librarian I
4	Kristine Mae A. Catoy	San Juan	ADAS II / Library Hub-In-Charge
5	Menchie V. Punzalan	Nasugbu	Teacher III / Library Hub-In-Charge
6	Marites B. Enriquez	Lemery	MT 1 / Library Hub-In-Charge



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4. Participants are requested to bring the following:
  - a) Accomplishment Report for SY 2024-2025
  - b) Findings and recommendations report based on the monitoring / inventory done
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 V4**  
Schools Division Superintendent

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R2-143652/06-09-2025