



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

June 25, 2025

DIVISION MEMORANDUM

No. 309, s. 2025

**DISTRIBUTION OF LIBRARY HUB SUPPLEMENTARY
READING MATERIALS (SRMs)**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 59, s. 2025, re: Guidelines on the Proper Distribution and Use of Supplementary Learning Resources for Library Hubs, this Schools Division announces the distribution of these SRMs to the following concerned Sub-Offices on June 26, 2025, at SDO Conference Room, 9:00 am onwards.

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|---------------|------------------|
| 1. Alitagtag | 8. Malvar |
| 2. Bauan East | 9. Mataasnakahoy |
| 3. Bauan West | 10. San Jose |
| 4. Balete | 11. San Pascual |
| 5. Cuenca | 12. Talisay |
| 6. Ibaan | 13. Taysan |
| 7. Mabini | 14. Tingloy |

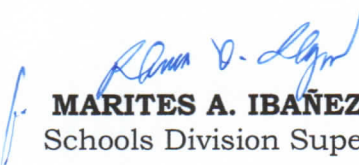
2. There will be a brief meeting before the actual distribution of SRMs.
3. The activity aims to:
 - a. discuss the scheme of distribution of SLRs to recipient schools;
 - b. identify recurring issues and best practices in the utilization of Library SLRs;
 - c. instruct Library Hub Coordinators on the preparation of means of verification (MOVs) for the distribution and utilization of SRMs
 - d. distribute SRMs for the utilization of schools
4. Participants in this activity are Library Hub Coordinators and Sub-Office Property Custodians.
5. They are advised to bring a vehicle for hauling. The copy of the SRMs distribution list can be accessed at <https://tinyurl.com/2025-LH-SLRs->



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Distribution List. Each Sub-Office is requested to bring a hard copy of its distribution list.

6. Expenses incurred relevant to the conduct of this activity shall be charged against School MOOE/ canteen/ local funds, subject to usual accounting and auditing rules and regulations.
7. For any queries and other related concerns, please get in touch with the Learning Resource Management Section at telephone number 722 – 1840 loc. 216.
8. Immediate dissemination and compliance with this Memorandum are desired.


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

Encl: As stated

Reference: Regional Memorandum No. 59, s. 2025, re: Guidelines on the Proper Distribution and Use of Supplementary Learning Resources for Library Hubs
To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

RAM/MEMO- DISTRIBUTION OF LIBRARY HUB SUPPLEMENTARY READING MATERIALS (SRMs)/R2-144340/06/25/2025