



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

October 7, 2025

DIVISION MEMORANDUM

No. 575, s. 2025


**MONITORING OF SLMs DISTRIBUTION AND ESTABLISHMENT,
MANAGEMENT, AND UTILIZATION OF LIBRARY HUB**

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. In line with Regional Memorandum No. 68 s. 2025, re: Strengthening the Establishment, Management, and Utilization of Library Hub all concerned Public Schools District Supervisors are requested to submit a monitoring report for the following library hubs.

San Juan Library Hub-	Mrs. Sarah Saguin
Lobo Library Hub -	Mrs. Julita Ilagan
Lemery Library Hub -	Mr. Avelino Mortel
Nasugbu Library Hub -	Mr. Gregorio Meneses

2. Likewise, all Public Schools District Supervisors shall submit SLMs distribution report using the given format.
3. Attached is the monitoring tool for the Library Hub Management and SLMs distribution report. Email your reports to rosalinda.mendoza004@deped.gov.ph on or before October 20, 2025.
4. Immediate compliance to this Memorandum is earnestly desired


MARITES A. IBANEZ, CESO V₇
Schools Division Superintendent.




Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com

 www.depedbatangas.com



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Encl.: As Stated

Reference: Regional Memorandum No. 68 s. 2025

To be indicated in the Perpetual Index under the following subjects:

Issuance Division Memorandum

RAM/ MONITORING OF SLMs DISTRIBUTION AND ESTABLISHMENT, MANAGEMENT, AND UTILIZATION OF LIBRARY HUB/
S2-112414/10/07/2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com

www.depedbatangas.com

REPORT ON THE STATUS OF DISTRIBUTION OF SLM-ADM FOR SCHOOLS

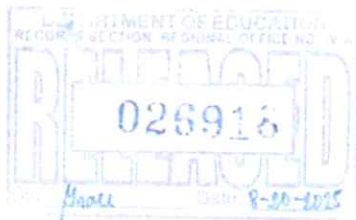
No.	Year Delivered	Learning Area	Grade Level	Quarter	Condition (New/Used)	Number of ADM Learners Provided	Number of Regular Learners Provided	Number of Schools Provided	Utilization Status (Fully/ Partially/ Not Utilized)	Issues/ Challenges Encountered	Best Practices/ Recommendation	Remarks
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2												
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Prepared by:

DLRC and DPC

Approved:

PSDS



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REGION IV-A CALABARZON



DepEd-Division
of Batangas

ICT SECTION

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Date: 08/22/2025
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By: ICT HJ

13 August 2025

Regional Memorandum
No. 608 s.2025

**STRENGTHENING THE ESTABLISHMENT, MANAGEMENT,
AND UTILIZATION OF LIBRARY HUBS**

To **Schools Division Superintendents**

1. In line with the Department of Education's mandate to ensure the effective delivery of quality learning resources and the optimal use of the Library Hub facilities, all Schools Division Offices (SDOs) in Region IV-A are directed to strengthen the establishment, management, and utilization of Library Hubs within their respective jurisdictions.
2. To ensure alignment with DepEd Orders No. 64, s. 2009, No. 75, s. 2011, and the DepEd Library Hub Handbook, all concerned SDOs shall implement the following measures:
 - a. Establishment and Enhancement of Library Hubs-
Establish functional library hubs within your respective SDOs and assess structural concerns, particularly the foundation of existing hubs.
 - b. Designation of Dedicated Personnel-
Assign personnel exclusively to manage the library hubs, either through local funding or by coordinating with your respective Local School Boards.
 - c. Prioritization of Adequate Storage-
Prioritize the provision of adequate storage bins and shelves proportionate to the volume of Supplementary Learning Resources (SLRs) delivered, in coordination with the designated Education Program Supervisor for Learning Resources and Librarian.
 - d. Evaluation of SLR Utilization-
All SDOs shall monitor and evaluate the utilization of Supplementary Learning Resources (SLRs) to ensure these resources reach all students, particularly in island and mountainous areas.
 - e. Development of Division- and Region-Wide Strategies-
Collaborate with the CLMD and Learning Resource (LR) Officers to develop and implement practical strategies for the effective management and operation of library hubs consistent with the DepEd Library Hub Handbook.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PEP-QMS
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3. To support this, each SDO is required to submit a Quarterly Status Report on the implementation of the prescribed measures using the template in Enclosure 1. The report must be submitted on or before the last day of the month following the end of each quarter, specifically: **September 30, 2025** (3rd Quarter), **December 31, 2025** (4th Quarter), **March 31, 2026** (1st Quarter), and **June 30, 2026** (2nd Quarter).
4. The report shall include updated data, accomplishments, challenges encountered, and photographs of facilities, as applicable. It must also attach the **Official Library Hub Monitoring Tool (Forms 1-5)** as a supporting reference, which can be accessed through this link: https://ugyurl.com_LHFormsMonitoringTools
5. Immediate dissemination and strict compliance with this Memorandum are desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Enclosure 1 - Template for Quarterly Status Report on Library Hub Operations

SDO	No. of Functional Library Hubs	With Designated Reading Area (Yes/No)	With Assigned Personnel (Yes/No)	Adequate Bins/ Shelves (Yes/No)	Utilization Status: High / Moderate / Low / Non-Functional	No. of Borrowers (Schools/ Teachers/ Learners)	Total No. of Books Borrowed/R. returned	Frequency of Reading Area Use (Days/Week)	Items / Outcomes	Actions Taken	Remarks

Guidance for Filling Out "Utilization Status"

- High - 75% or more of schools borrow/use resources regularly; reading area in frequent use.
- Moderate - 40-74% of schools borrow/use resources occasionally; reading area sometimes used.
- Low - Less than 40% of schools borrow/use resources; the reading area is seldom used.
- Non-Functional - No recorded usage; hub closed, under repair, or used as storage.