



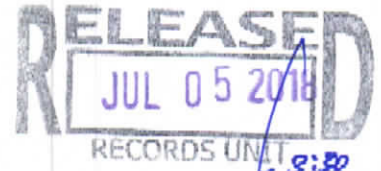
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
 +63 (02) 682-2472 / 682-3989 (CID) / 369-9046 (SGOD)
<https://depedmarikina.ph/> / (email) sdo.marikina@deped.gov.ph



DIVISION OF CITY SCHOOLS

MARIKINA



July 04, 2018

DIVISION MEMORANDUM

No. 167, s. 2018

**REITERATION ON THE UTILIZATION OF LEARNING RESOURCES
 FROM THE LIBRARY HUB**

TO: Chief Education Supervisors, CID & SGOD
 Elementary & Secondary School Principals
 Officers-In-Charge
 Public Schools

1. The **Division Library Hub** is a reservoir of quality and appropriate reading to support the development of reading and comprehension skills among learners.
2. Every child can develop desirable reading habits and skills through greater access to varied reading materials, thus; schools are advised to borrow resources from the Division Library Hub situated at the right wing of **Gabalton Building, Marikina Elementary School Compound, Marikina City**.
3. Below is the **Library Hub Schedule for Rollout** for elementary and secondary schools. However, interested schools may borrow anytime upon proper coordination with the Hub team subject to availability of resources.

JULY 2018- FEBRUARY 2019	SCHOOLS	
	ELEMENTARY	SECONDARY
<i>1st Week of the Month</i>	CIS, HBES, SMES, KMES, SSSVES	MHS, MHHS, NHS, FHS, PHS
<i>2nd Week of the Month</i>	CES, PES, FES, NES	CIS, SRNHS, KNHS
<i>3rd Week of the Month</i>	MAIES, SRES, LVES, BES	SNNHS, BNHS, MNHS, SEHS
<i>4th Week of the Month</i>	SNES, IVES, MES, KES	MSHS, JDPNHS, THS

4. Enclosed is the "**Guidelines in Borrowing and Returning of Hub Reading Materials**."
5. Immediate and wide dissemination of this Memorandum is desired.

For:

SIERYLL T. GAYOLA

Officer-In-Charge

Office of the Schools Division Superintendent

By:

NIDA P. ANDRADA

Public Schools District Supervisor

OIC, Office of the Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682 2472 / 682 3989 (CID) / 369 9046 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



GUIDELINES IN BORROWING AND RETURNING OF HUB READING MATERIALS

1. The Hub keeps a master list of all public elementary and high schools in the division for reference. The list includes the names of the school head, the school/teacher-librarian, LR coordinator or any representative authorized to borrow bins of books for the school.
2. The school head prepares in advance the list of reading materials to be borrowed and returned through the school teacher-librarian. Only the school head, the school/teacher-librarian, LR coordinator or authorized representative are allowed to borrow bins of books for the school.
3. The teacher-librarian records a file copy of all borrowed and returned reading materials from the Hub.
4. The Hub schedule for borrowing and returning of books shall be from Monday to Friday, 8:00 am to 4:00 pm. A school can borrow a maximum of 15 titles with 60 copies per title per month.
5. Borrowed reading materials should be returned after 25 calendar days. Swapping or exchanging of bins is strictly not allowed.
6. The Hub staff must keep a file record or a computerized record system of borrowed and returned books.
7. The teacher may allow the pupils to take out a reading material which should be returned within five school days within the 25-day period. The school head, the classroom teacher concerned and the teacher-librarian shall be held responsible and accountable for the reading materials taken out and not returned within the prescribed period. In case of lost or unreturned reading materials, replacements must be made.
8. The conduct of different educational activities is encouraged such as storytelling, book exhibit, read-a-thon and other related reading activities to achieve the objectives of the Project.

Reference: Library Hub Handbook