DIVISION MEMORANDUM
No. [Reg] s. 2019

LIBRARY HUB ROLLOUT OF READING MATERIALS SCHEDULE
FROM JULY 2019 TO MARCH 2020

TO: OIC, Office of the Assistant Schools Division Superintendent
   Chief Education Supervisors, CID & SGOD
   Elementary & Secondary School Principals
   Officers-In-Charge
   Public Schools Only

1. The Division Library Hub makes available reading resources to support the agenda of making every Filipino child a book lover.

2. Enclosed are the “Library Hub Schedule for Rollout of Books” for elementary and secondary schools, “List of Strategies to Enhance Reading Skills Among Learners During Rollout” and Guidelines in Borrowing and Returning of Hub Reading Materials”, contents of which are self-explanatory, for information and appropriate action.

3. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

June 27, 2019

Maka-Diyos, Makatut, Makakalikasan at Makabansa
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List Of Strategies And Activities To Enhance Comprehension Skills Among Elementary And Secondary School Learners During Rollout Of Library Hub Books

A. Read-A-Thon Reading Program

B. Storytelling Sessions
   a. Motivate properly
   b. Unlock difficult words
   c. Recall ways of recognizing new words
   d. Give motive questions
   e. Introduce games and surprises
   f. Match pictures and simple descriptions
   g. Show pictures and parts of stories
   h. Employ Directed Listening-Thinking Activity (DL-TA)

C. Develop good oral/silent reading habits, check comprehension and provide for various activities.
   Example:
   a. Dramatization
   b. Cut-up stories
   c. Listing characters and places
   d. Audience reading
   e. Outlining
   f. Make charts and maps
   g. Role-play
   h. Readers theater

D. Let children select their own reading materials and allow them to read freely.
E. Isolated practice on dictionary skills and index skills.

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 5:00 pm. A school can borrow a maximum of 15 titles with 45 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