



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

04 June 2026

**SCHOOLS DIVISION MEMORANDUM**

No. 199, s. 2026

**CIRCULATION AND UTILIZATION OF LIBRARY HUB READING MATERIALS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with the objective of the Library Hub to ensure that every child develops desirable reading habits and skills through greater access to reading materials, this Office announces the implementation of the school-to-school lending of reading materials through book bins. This initiative aims to foster a pervasive culture of reading and create a reading-friendly environment in public schools across the Division.
2. In line with the aforementioned, schools are encouraged to:
  - a. borrow reading materials from the Division Library Hub on a rotational basis, ensuring accessibility for all grade levels; and
  - b. integrate the use of library hub resources in the implementation of the Reading Program of the Department, remedial reading, and other school-based reading programs.
3. Schools may select books from the Library Hub learning resources through the following link: <https://tinyurl.com/LibraryHubBooks>, with a maximum of ten (10) titles and ten (10) copies per title. Learning Resource (LR) Coordinators shall indicate their requested books in the Borrower's Form (*see Encl. No. 2*) and submit the duly accomplished form to the LRMDS at least three (3) working days prior to the scheduled pick-up date.
4. Schools are required to bring their own bins when picking up learning resources from the Division Library Hub.
5. Borrowed reading materials must be returned to the Division Library Hub after 30 calendar days.



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6. Schools shall prepare documentation of the utilization of reading materials and must sign the borrower's log sheet provided.
7. Immediate and wide dissemination of this Memorandum is desired.

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent *JG*

Encl: 1. Policy on the Utilization of SLRs from the Library Hub  
2. Borrower's Form

Reference: Library Hub Handbook  
To be indicated in the Perpetual Index  
Under the following subjects:

CURRICULUM IMPLEMENTATION  
CIRCULATION OF LIBRARY HUB MATERIALS

*CID/JLR-circulation and utilization of library hub reading resources*  
001/June 4, 2026





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Enclosure No. 1 to the Schools Division Memorandum No. 199, s. 2026

**LIBRARY HUB POLICY ON THE UTILIZATION OF  
SUPPLEMENTARY LEARNING RESOURCES**

**Borrowing and Returning of Reading Materials**

1. The Hub Librarian keeps a master list of all public elementary and secondary schools, including ALS Community Centers and Inclusive Learning Resource Centers in the division for reference. This list includes the names of the school head, the school library-in-charge or any representative authorized to borrow bins of books for the schools.
2. **School head** takes full responsibility and accountability over the SLRs received from the Library Hub; in cases of retirement, resignation, transfer, travel abroad, or other forms of separation from service, accountability shall be transferred to the new school head or officer-in-charge. **School Librarian/Library Coordinator/LR Coordinator/Reading Coordinator** assists the school head in receiving books from the Library Hub; manages SLR distribution to/retrieval from teachers.
3. The Library Hub shall prepare the book bins and necessary documents for the SLRs to be borrowed by the schools. The Library Hub shall adopt and follow the prescribed schedule for delivering SLRs from Monday to Friday, 8:00 a.m. to 5:00 p.m.
4. The school head, School Librarian/Library Coordinator, or Authorized Representative shall countercheck the delivered SLRs for accuracy before receiving the book bin from the delivery personnel. Inconsistencies must be recorded and countersigned on both the school and Library Hub copies of the Delivery and Retrieval Receipt.
5. Borrowed reading materials should be returned after 30 calendar days. Swapping or exchanging of bins is strictly prohibited.
6. Learners are expected to utilize the delivered SLRs. Classroom teachers shall complete the utilization report every time they use SLRs. If the learners have exhausted the SLRs to their full capacity, the school may request their replacement with available titles from the Library Hub collection.
7. In case of lost or unreturned books or materials, replacements must be made.



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### Handling Losses and Damages

Losses and damages can be minimized or prevented depending on the circumstances, such as: 1) due to calamities or uncontrolled events; 2) due to the transfer or dropping out of the learner; and 3) due to negligence. Lost and damaged SLRs must be immediately reported.

Losses and damages to SLRs due to legitimate, unintentional, and justified reasons and due to negligence are covered by the following provisions:

- I. Losses Due to Natural Calamities and Uncontrolled Events (force majeure)
  - a. The learner who loses DepEd-issued LR due to unforeseen and uncontrollable disasters like typhoons, floods, earthquakes, and fire, or events like theft and/or accidents, must write a letter to his/her teacher/adviser within 15 days to explain the reason for the lost SLRs. The letter must be duly signed by either the learner's parent or guardian. *An Affidavit of Loss is not required.* This report shall be noted by the teacher and the school head who validated/verified the veracity of the information stated in the letter, endorsed to the Library Hub librarian/library in-charge.
  - b. The Library Hub librarian/library in-charge, seeking to be relieved of accountability, shall furnish the Division Supply Officer with a copy of the endorsement received from the school Library Hub coordinator.
  - c. In some cases, the Library Hub management may require the teacher/adviser/librarian to submit additional documents that may fall under DepEd's existing rules and regulations to further justify the claim for accountability clearance.
- II. Losses Arising from Transfer or Dropping Out of Learner
  - a. In cases where a learner fails to return the LR due to dropping out of school or transfer of residence and nobody can establish the learner's whereabouts, the concerned teacher/adviser/librarian must write a letter to the Library Hub librarian/library in-charge when applying for relief from accountability, citing specific reasons and providing justifications. The letter must be duly noted by the School Head or Principal.
- III. Losses and Damages Due to Negligence
  - a. Liability for the money value of the lost and damaged SLR due to negligence or improper use shall be the accountability of the borrower.



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b. Recommendations to resolve lost and damaged SLRs due to negligence are as follows:

- i. Replace the lost/damaged SLR with the exact title and bibliographic information or type (in case of a non-book SLR).
- ii. If option A cannot be met, the lost/damaged SLR must be paid at the SDO Cashier. An official receipt of payment shall be remitted in the same manner as payment of other government property, in accordance with COA rules and regulations. A second-hand or photocopied SLR shall not be accepted as a replacement for the lost and damaged SLR.

To determine the amount to be paid, the formula is:

Amount to be paid	=	acquisition cost + 30% markup (this covers inflation or an increase in prices of the SLRs in the market and Library Hub costs for bibliographic tagging and preventive maintenance expenses)
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