



DepEd – DIVISION OF QUEZON

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Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

**TO: Public Schools District Supervisors, Elementary and Secondary School Heads,
All Other Concerned**

FROM: CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

**SUBJECT: Library Hub Notice on Unreturned/Unsettled Borrowed Supplementary Reading
Materials (SRMs)**

DATE : March 9, 2020

In preparation for the annual Inventory of the Library Hub collections this coming April 2020, all schools (Teachers) with unreturned/unsettled Supplementary Reading Materials must return their borrowed materials on or before March 31, 2020 together with the narrative report regarding utilization of the borrowed materials.

Likewise, appropriate action must also be taken in relation to Unnumbered Memorandum No. 219, s.2018 "Notice on the Unreturned Supplementary Reading Materials of the Library Hub from July 2008 – March 2018"

Please be reminded that the schedule of returning is every Thursday and Friday only. Kindly disregard this information if you have already settled your borrowed materials.

Immediate dissemination of this Memorandum is desired.

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