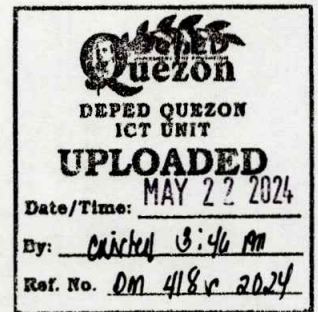




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 May 2024

**DIVISION MEMORANDUM**

**DM No. 418, s. 2024**

**LIBRARY HUB NOTICE ON UNRETURNED AND UNSETTLED  
SUPPLEMENTARY READING MATERIALS (SRMs)**

**To:** Assistant Schools Division Superintendents  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. In preparation for the annual inventory of the Library Hub Collection this June 2024, all schools with unreturned SRMs used in different activities such as KSP-BLAZER Version 1, 2, and 3, Catch-up Friday Activities, Reading Program, and the like must return the SRMs on or before May 31, 2024. The SRMs shall be accompanied by accomplishment report on its utilization.
2. The SRMs shall be returned in complete number. However, in any case that the SRMs were lost/missing, an incident report form shall be submitted. In addition, a replacement shall be made if due to negligence, and a certification from Barangay if the cause is due to natural disaster, calamities, and the like as per DepEd Quezon Library Hub Management Manual. *(See attachment for Incident Report Form)*
3. For more information and assistance, feel free to contact the Learning Resource Supervisor Mrs. Jee-Ann O. Borines and Division Librarian Mr. Ronnjemmele A. Rivera at (042) 784-0366 local 175.
4. For widest dissemination and strict compliance of this Memorandum is desired.

**ROMMEL O. BAUTISTA, CESO V**  
Schools Division Superintendent

cid-librar05/16/2024  
DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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**Incident Report Form on Lost/Missing/Damaged Supplementary Reading Materials**

District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Borrower's Contact Information Name: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Loss:  Water Damage  Theft  Fire  
Other/Pls. Specify \_\_\_\_\_

Description of the damage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of how the incident occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person submitted this report:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date Submitted

Noted by:

\_\_\_\_\_  
Signature over printed name  
(School Head)

*Note: Bring the damaged SRMs immediately to the Library Hub together with this report.  
Please attach pictures of the incident and the damaged reading material/s.*

DEPEDQUEZON-CID-LIB-04-013-002



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**List of Lost/Missing/Damaged Supplementary Reading Materials**

No.	Title	Quantity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Number of Lost/Damaged SRMs: \_\_\_\_\_