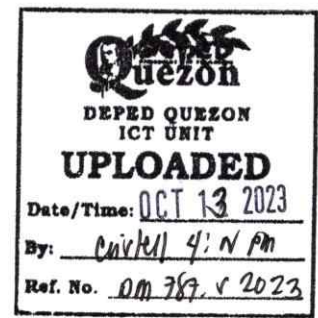




Republic of the Philippines
Department of Education
 REGION IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



06 October 2023

DIVISION MEMORANDUM
 DM No. 787, s. 2023

COMPOSITION OF DIVISION'S SUPPLEMENTARY LEARNING RESOURCE MANAGEMENT TEAM (SLR) AND COMMITTEES FOR LIBRARY HUB AND SCHOOL LIBRARIES

To: Assistant Schools Division Superintendents
 Chief (CID and SGOD)
 Education Program Supervisors and Specialists
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 School LR Coordinators
 Teacher-Librarians
 All Others Concerned

1. In compliance with DepEd Order No. 24, s. 2023 entitled "Guidelines on the Provision of Supplementary Learning Resources for Public School Libraries and Library Hubs, this Division announces the Supplementary Learning Resource Management Team and Committee for Library Hub as follows:

A. DIVISION SUPPLEMENTARY LEARNING RESOURCE (SLR) MANAGEMENT TEAM		
Designation	Responsible Person	Terms of Reference
Chairperson	Rommel C. Bautista, CESO V Schools Division Superintendent	<ul style="list-style-type: none"> ⬇ Ensures that all members are aware of and understand the verification process on the submitted Priority Lists by the Division SLR Committees. ⬇ Approves and signs the consolidated Priority Lists. ⬇ Endorses the approved consolidated Priority Lists to the Regional Office through the Bids and Awards Committee (BAC).
Vice Chairperson	Lorena S. Walangsumbat, EdD Chief, Curriculum Implementation Division (CID)	<ul style="list-style-type: none"> ⬇ Ensures that the needed documents are complete. ⬇ Recommends the approval of the consolidated Priority Lists endorsed by the members of the management team.

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Regular Members	<p>Jee-Ann O. Borines - Learning Resource Management Section Supervisor</p> <p>Ronnjemmele A. Rivera - Division Librarian II</p> <p>Abner L. Pureza - Learning Area Education Program Supervisor</p> <p>Laarni Rose Gutierrez - Division ALS Focal Person</p> <p>Liliosa B. Diasanta - Public Schools District Supervisor In-Charge of Monitoring</p> <p>Rex Gamara - Representative of the Division Federation of Parents Teachers and Community Association</p>	<ul style="list-style-type: none"> ✚ Receive the Priority Lists and accomplished DepEd scoping and evaluation tools for checking and verification. ✚ Ensure that the needed documents are complete. ✚ Thoroughly validate the Priority Lists based on given parameters. ✚ Sign the Priority Lists after checking and verification. ✚ Prepare allocation list and other supporting documents. ✚ Consolidate the Priority Lists and endorse relative documents to the Vice-Chairperson for recommending approval
Secretariat	<ol style="list-style-type: none"> 1. Krisca Anne C. Zaracena - Administrative Aide VI 2. Wilbert B. Porteza - Information Technology Officer 3. Joe Angelo L. Basco - Project Development Officer II – LRM 4. Raymond Q. Nieva - Administrative Aide VI 	<ul style="list-style-type: none"> ✚ Assist regular members in checking and validating documents. ✚ Provide technical assistance in the preparation of the allocation list. ✚ Perform other duties assigned to them.

B. DIVISION SUPPLEMENTARY LEARNING RESOURCE (SLR) COMMITTEE ON LIBRARY HUB		
Designation	Responsible Person	Terms of Reference
Chairperson	<p>Jee-Ann O. Borines Learning Resource Management Section Supervisor</p>	<ul style="list-style-type: none"> ✚ Ensures that all members are aware of and understand the guidelines, criterion items, and comprehensively read the entire tool in the identification of SLRs before conducting market scoping activities. ✚ Signs the final Priority List based on the recommendation of the committee to be endorsed to the Division SLR Management Team for approval
Vice Chairperson	<p>Maria Carla M. Caraan Public Schools District Supervisor</p>	<ul style="list-style-type: none"> ✚ Checks if the Priority List is properly accomplished. ✚ Ensures that the needed documents are complete. ✚ Endorses the accomplished Priority List to the Chairperson for signing.

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Regular Members	<p>Abner L. Pureza Education Program Supervisor – English</p> <p>Joseph E. Jarasa Education Program Supervisor – Filipino</p> <p>Celestina M. Alba, EdD Education Program Supervisor – Mathematics</p> <p>Maria Dylin S. Garcia Learning Area Education Program Supervisor – Kindergarten/ ELLN</p> <p>Ronnjemmele A. Rivera Division Librarian II</p> <p>Joe Angelo L. Basco Project Development Officer II – LRM</p> <p>Carmela Ezcel A. Orogo Learning Area Education Program Supervisor – Science / LRE</p> <p>Walter F. Galarosa, PhD Learning Area Education Program Supervisor – Araling Panlipunan (AP) / LRE</p> <p>Juanito A. Merle, EdD Learning Area Education Program Supervisor – Senior High School (SHS) / LRE</p> <p>Joan Alejaida R. Mauhay Learning Area Education Program Supervisor – Special Needs Education (SNED) / LRE</p> <p>Fernando T. Seño Learning Area Education Program Supervisor – Edukasyon sa Pagpapakatao (EsP) / LRE</p> <p>Asuncion C. Ilao Learning Area Education Program Supervisor – Alternative Learning System (ALS) / LRE</p>	<ul style="list-style-type: none">✚ Conduct market scoping activities to acquire information on Supplementary Learning Resources (SLRs)✚ Thoroughly identify SLRs and check whether they:<ul style="list-style-type: none">❖ are suitable for use in the library hubs;❖ are based on the actual needs, priorities, and suitability to the Library Hub; and❖ support identified programs, projects, and activities of the Department of Education (DepEd)✚ After examining the SLRs when conducting market scoping, accomplish the scoping tool and evaluation rating sheet.✚ Discuss individual findings with committee members and provide an overall assessment on the identified SLRs.✚ Validate the scoping tool to check for any missing or incomplete information.✚ Accomplish the Priority List of SLRs for Library Hub.✚ Submit the Priority List together with the accomplished scoping tools to the Vice-Chairperson for checking.
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2. The Division Management Team and Division SLR Committee on Library Hub are advised to attend an Orientation on **October 16, 2023 at 8:30AM** onwards in the Division Library Hub, Talipan, Pagbilao.
3. Public elementary and secondary schools are likewise to create School SLR Committee for School Libraries by accomplishing the format below. Copy of the School SLR Committee in PDF Format, properly signed by concerned individuals shall be uploaded to **tinyurl.com/quezonlrschoolSLRcommittee2023** on or before **October 13, 2023**.

C. SCHOOL SUPPLEMENTARY LEARNING RESOURCE (SLR) COMMITTEE ON SCHOOL LIBRARIES			
Designation	Responsible Person	Terms of Reference	Conforme/ Signature
Chairperson	School Head/ Teacher in Charge	✦ Identify the titles of SLRs for procurement based on actual needs, priorities, and sustainability of the school library	
Vice Chairperson	Assistant Principal or in the absence thereof, a Head Teacher/ Master Teacher or the most senior teacher by experience		
Regular Members	<ol style="list-style-type: none">1. Reading Coordinator2. Mathematics Coordinator3. A Head Teacher4. A Master Teacher or5. Teachers designated as Department Head or Subject Area Coordinator <i>(Regular members should not exceed 5)</i> Note: A non-teaching personnel can be designated to provide support to the Committee as to its role and responsibility in the identification and evaluation of SLRs.		

4. The School SLR Committee shall have the primary responsibility to identify the titles of SLRs for procurement. The Division SLR Committee, on the other hand, shall have the primary responsibility to identify the titles of SLRs for the library hub. Identification of the SLRs shall be based on actual needs, priorities, and sustainability of the school library/library hub.
5. The members of the SLR Committees shall also evaluate SLRs during the conduct of market scoping activities. They shall use the DepEd Evaluation Rating Sheet for Supplementary Learning Resources (SLRs) to assess the sustainability of SLRs for school libraries and library hubs and to ensure that the SLRs are free from any kind of errors. The rating sheet includes criteria on the following: format, content,

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- presentation and organization, and accuracy and recency of information. To maintain objectivity and fairness in the evaluation process, the SLR committees shall be oriented on the indicators.
6. In determining the actual need, the current inventory of school libraries and library hubs shall be considered. Moreover, SLRs to be chosen must support programs, projects, and the directives of the DepEd and must be suitable for use in public schools. Thus, for schools, other than in the case of integrated schools, selected SLRs shall be appropriate to their school category (i.e., elementary, or secondary). During the identification, the budget ceiling allocated to the school library and library hub shall be considered.
 7. The following shall also be consulted on the school SLRs needed to be procured:
 - Faculty President or a representative designated by the Faculty Club
 - Supreme Student Government President or representative
 - Representative of the Parents, Teachers, and Community Association
 8. Scoping, preparation, and submission of priority list and supporting documents for the four (4) library hubs in DepED Quezon shall be handled by Division Librarian II, Mr. Ronnjemmele A. Rivera in coordination with the teacher-librarians from Infanta, Mulanay and Quezon, Quezon. Likewise, schools are also advised to prepare list of titles of supplementary learning resources found in the said DepED Order using the attached template in the enclosure and submit once asked by this Office.
 9. For more details, please refer to DepEd Order No 24, s. 2023 or you may contact EPS-LRM Jee-Ann O. Borines and Ronnjemelle A. Rivera, Division Librarian at (042) 784-0321 or visit SDO Quezon CID at Sitio Fori, Brgy. Talipan, Pagbilao, Quezon.
 10. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



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