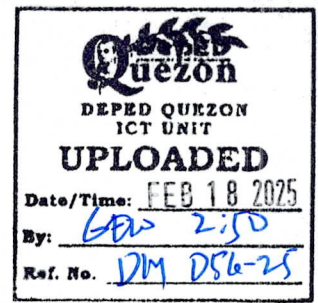




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 February 2025

OFFICE MEMORANDUM
OM No. D56, s. 2025

**GUIDELINES ON THE USE OF THE DIVISION LIBRARY HUB
AS AN ACTIVITY AREA**

To: Assistant Schools Division Superintendent
Division Chiefs
Operating Unit Heads
All Others Concerned

The Top Management acknowledges the necessity of having a dedicated space for the activities and events of the Division Office. Given the current resources of the Division, Library Hub is often utilized for this matter. However, Library Hub's operations also requires space. Recently, our Library Hub received nearly 20,000 volumes of Supplementary Learning Resources (SLRs) that need immediate processing and distribution for division-wide use.

In line with the Hub's request found in Enclosure 2, this Office issues the guidelines on the use of Library Hub in Enclosure 1. These guidelines will take effect 5 days after the issuance of this Office Memorandum.

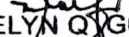
For any clarification or concern, you may contact EPS Jee-Ann O. Borines or Division Librarian Ronnjemmele A. Rivera at 042-784-0321. You may also visit them at the Library Hub.

For information, guidance, and strict compliance.

FOR:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

BY:


ROSELYN Q. GOLFO
OIC-Assistant Schools Division
Superintendent

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Enclosure 1 to Office Memorandum No. 056, s. 2025

**GUIDELINES ON THE USE OF THE DIVISION LIBRARY HUB
AS AN ACTIVITY AREA**

1. The **use of Library Hub as an Activity Area** shall be from **Monday to Wednesday** only except for unavoidable circumstances approved by the Top Management.
2. The **left side of the tables and chairs** will be used for the **activity area**, while the **right side** will be exclusively used by the **LRM/Hub Personnel**.
3. The maximum number of participants shall be **25 participants** to align with the seating capacity of the area. **Tables and chairs** must be **arranged properly** and **returned to their original position** after the activity.
4. The **Reservation Form** shall be **submitted 2 days prior to the preferred date of activity** for evaluation and proper scheduling. **Approval is subject to availability and alignment with the Library Hub's operational priorities**.
5. The **presence of the requesting party is expected**, and the approved Reservation Form shall be presented on the requested date of activity. **Activities must strictly follow the approved schedule** to avoid conflicts with other reservations.
6. The **use of Library Hub** shall be **exclusive to the stated purpose/course/activity and duration** in the Reservation Form.
7. The **sound system with microphone** will be **provided**. However, provision for and setting up of **laptop, LCD projector, needed supplies, printing and the like** shall be the **sole responsibility of the requesting party and the participants**.
8. The **activities** must be conducted in a manner that **does not disrupt other library operations**. **Participants** must observe **proper decorum and respect other users** of the Library Hub.
9. The **cleanliness and orderliness** shall be **observed** during and after the activity. Likewise, **leftovers** such as foods, food canisters, disposable caps, bottles, cans and the likes shall be **disposed properly**.
10. The **requesting party** shall be responsible for **ensuring the safety of library materials and equipment**. **Personal belongings** must be **attended to at all times**, as the Office is not liable for lost items.
11. The **facilities, equipment and the like** must be **handled with care**. Any **damage/s or defect** incurred during the use of the Library Hub shall be the **accountability of the requesting party or whoever cause the damage**.
12. The **requesting party and all users** must comply with **safety protocols**, including fire exits and emergency procedures.
13. That **request for postponement/cancellation/movement** of the activity (if any) shall be **accompanied by a letter/notice** to be submitted to Library Hub Staff.
14. That **Library Hub Personnel reserves the right to cancel/refuse** the use of the facility if the above **conditions are not met**.

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ENCLOSURE 2

10 February 2025

ROMMEL C. BAUTISTA, CESO V
Pansangay na Tagapamanihala ng mga Paaralan
Sangay ng Probinsiya ng Quezon

Thru: **LORENA S. WALANGSUMBAT, EdD**
Punong Tagapangasiwa-CID

SDS Rommel,

Magandang araw po.

Ako po ay sumulat upang ipabatid ang kasalukuyang sitwasyon sa ating Library Hub kaugnay ng malaking bilang ng Supplementary Learning Resources (SLRs) na natanggap mula sa Central Office, Regional Office, at Provincial Government. Sa kasalukuyan, may humigit-kumulang 20,000 volumes ng mga aklat na kailangang agarang iproseso upang magamit ng mga mag-aaral at guro.

Mahalagang maunawaan na ang mga aklat na ito ay hindi basta lamang inilalagay sa mga estante ng mga libro sa sandaling matanggap ng Library Hub. May mga kinakailangang proseso po bago ito maging handa para sa paggamit, kabilang ang:

- Cataloguing and classification
- Technical and mechanical processing
- Stamping of ownership marks
- Accessioning
- Labelling
- Plastic covering
- Shelving (para maging handa sa paggamit)

Upang maisagawa ang mga prosesong ito nang maayos at epektibo, kinakailangan po namin ng sapat na espasyo at oras sa Library Hub. Gayunpaman, ang patuloy at madalas na paggamit ng Library Hub ng iba't ibang opisina para sa kanilang mga gawain ay nagiging sanhi ng pagkaantala sa pagpoproseso ng mga aklat.

Dahil dito, hinihiling po namin ang inyong pagsuporta sa panukalang pansamantalang paglilimita sa paggamit ng Library Hub upang matutukan ang mga nasabing gawain. Ang hakbang na ito ay makakatulong upang:

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1. Mas mabilis at organisadong maproseso ang mga aklat para sa agarang paggamit ng mga mag-aaral.
2. Maiwasan ang pagkaantala sa distribusyon ng mga SLRs sa mga nangangailangang paaralan at guro.
3. Mapanatili ang kaayusan sa Library Hub at matiyak na magagamit ito sa tamang layunin.

Ang paglilimita ng gawain ay maaaring isagawa mula Lunes hanggang Miyerkules. Kaugnay nito, humihingi rin po kami ng inyong pag-apruba na limitahan ang bilang ng mga taong gagamit ng Library Hub sa hanggang 24 katao lamang sa bawat pagkakataon. Ito ay upang mabigyan ng sapat na espasyo ang mga empleyado ng Library Hub na makapagproseso ng mga nasabing aklat at mabigyan ng pagkakataon na makapagbalik ng mga naisauling mga libro ng maayos tuwing Huwebes at Biyernes. Ang paglilimita ng bilang tao ay makakatutulong din upang maiwasan ang ingay na nakakaapekto sa iba pang kawani sa loob ng Library Hub katulad ng Records Section, Planning Section, at ng LRM Section at upang mapanatili ang isang tahimik at produktibong kapaligiran sa pagtatrabaho.

Lubos po naming inaasahan ang inyong pang-unawa at pagsuporta sa hakbang na ito para sa kapakinabangan ng ating mga mag-aaral at mga guro. Kung mayroon po kayong mungkahi o nais linawin, bukas po kami sa isang dayalogo upang mapag-usapan para sa ikabubuti ng lahat.

Kalakip po ng liham na ito ay ang Summary Allocation of Supplementary Learning Resources (SLRs) na natanggap ng ating dibisiyon mula sa RO, CO, at PGO, gayun din ang litrato ng mga naka-kahon na mga libro na kailangang iproseso at ang kalagayan ng Library Hub sa mga panahong ito.

Maraming salamat po sa inyong pang-unawa at patuloy na suporta sa pagpapabuti ng ating mga serbisyong pang-edukasyon.


Lubos na gumagalang,


RONNJEMMELE A. RIVERA
Division Librarian

Noted:


JEE-ANN O. BORIDES
Education Program Supervisor

Approved:


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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SUMMARY ALLOCATION OF SUPPLEMENTARY LEARNING RESOURCES

No.	Publishers	Total No. of Titles	Total No. of Quantity	Source	Remarks
1	Johny & Hansel Publication	5	200	RO Procured SLRs 2023	Complete Delivery
2	St. Mary's Publishing Corp	10	400	RO Procured SLRs 2023	Complete Delivery
3	OMF Literature, Inc.	40	1,600	RO Procured SLRs 2023	Complete Delivery
4	Vicarish Publication	1	40	RO Procured SLRs 2023	Complete Delivery
5	Adarna House, Inc	57	2,237	RO Procured SLRs 2023	Complete Delivery
6	Lampara Publishing House, Inc.	128	580	RO Procured SLRs 2023	Complete Delivery
7	St. Bernadette Publishing House, Inc.	7	280	RO Procured SLRs 2023	Complete Delivery
8	Lampara Publishing House, Inc.	8	320	RO Procured SLRs 2023	Complete Delivery
9	Lampara Publishing House, Inc.	10	2,000	Provincial Procured SLRs	Complete Delivery
10	Lampara Publishing House, Inc.	36	1,440	RO Procured SLRs 2024	Complete Delivery
11	Philippine Publishing House (PPH)	5	135	RO Procured SLRs 2024	Complete Delivery
Jericopim Publishing House					
11	St. Matthews Publishing	11	440	RO Procured SLRs 2024	Complete Delivery
12	Merryland Publishing	22	880	RO Procured SLRs 2024	Complete Delivery
13	Divine Word Publishing	9	360	RO Procured SLRs 2024	Complete Delivery
14	ABC EDC Children's Books, Inc.	7	275	RO Procured SLRs 2024	Complete Delivery
15	The Bookmark	9	180	RO Procured SLRs 2024	Complete Delivery
16	Adarna Publishing House, Inc.	46	1,750	RO Procured SLRs 2024	Complete Delivery

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	1	4	RO Procured SLRs 2024	Complete Delivery
17	Birds in Focus Inc. (FNB Educational, Inc)	20	800	Complete Delivery
18	St. Bernadette Publishing House Corp.	7	275	Complete Delivery
19	Ilaw ng Tahanan	30	1,190	Complete Delivery
20	St. Mary's Publishing House, Corp (SMPC)	30	1,135	Complete Delivery
21	OMF Literature, Inc.	16	640	Complete Delivery
22	Rex Bookstore, Inc.	17	680	Complete Delivery
23	Childhood Learner's & Readers Publications, Inc.	3	120	Complete Delivery
24	Childhood Learner's & Readers Publications, Inc.	4	240	Complete Delivery
25	St. Matthew's Publishing	16	1,093	Complete Delivery
26	Merryland Publishing Corp.	555	19,294	Complete Delivery

Prepared by:

RONJEMMELE A. RIVERA
 Division Librarian

Noted:

JEE ANN B. BORINES
 Education Program Supervisor-LRM

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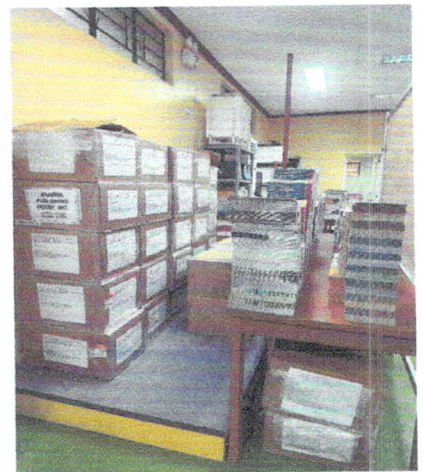


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SUPPLEMENTARY LEARNING RESOURCES



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