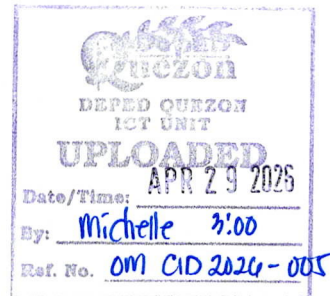




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



20 April 2026

OFFICE MEMORANDUM
CID-2026- 005

REITERATION OF OFFICE MEMORANDUM NO. 56, s. 2025 RE: GUIDELINES ON THE USE OF THE DIVISION LIBRARY HUB AS AN ACTIVITY AREA

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Office of the Schools Division Superintendent (OSDS)
Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
All Others Concerned

1. This is to reiterate Office Memorandum No. 056, s. 2025 on the Guidelines on the Use of the Division Library Hub as an Activity Area, taking into account certain revisions and additional guidelines for strict observance. The revisions and additional guidelines are as follows:
 - a. The use of the Library Hub shall follow this arrangement, with the **left side** serving as the **designated activity area** while the **right side** is exclusively **reserved for Library Hub operations**;
 - b. **Pencil booking is not allowed**, and only **requests with an accomplished and submitted Reservation Form** will be **accommodated and scheduled**.
 - c. The **Library Hub shall not be indicated as a venue in any Division Memorandum or official communication** unless an **approved reservation has been secured**.
 - d. Only **three (3) tables and twenty-four (24) chairs** are provided; if participants exceed the seating capacity, the requesting party may provide up to a **maximum of five (5) additional chairs**.
2. All other provisions stated in Enclosure 1 of OM No. 56 remain in effect.
3. For information of all concerned.

LORENA S. WANGSUMBAT, EdD.
OIC-ASDS

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

lrmjob04/20/2026

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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

USE OF LIBRARY HUB RESERVATION FORM

Date: _____

Requesting Section/Unit:	
Requested by:	Contact Number:
Date Requested:	Time:
Purpose/Course/Activity:	Target No. of Attendees:

TERMS AND CONDITIONS

The requesting party agrees to abide the following terms and conditions:

1. The use of the Library Hub shall follow this arrangement, with the **left side serving as the designated activity area** while the **right side** is exclusively **reserved for Library Hub operations**;
2. The **submission of Reservation Form** shall be **2 days** prior to the preferred date of activity for evaluation and scheduling;
3. **Pencil booking is not allowed**, and only **requests with an accomplished and submitted Reservation Form** will be **accommodated and scheduled**.
4. **Refrain from indicating the Library Hub as a venue** in any Division Memorandum or official communication **unless an approved reservation has been secured**.
5. The **presence of the requesting party** shall be **expected**, and the **approved Reservation Form** shall be **presented** on the requested date of activity;
6. The Library Hub shall be **used only for the purpose and duration** indicated in the Reservation Form. Only **three (3) tables and twenty-four (24) chairs** are provided; if participants exceed the seating capacity, the requesting party may provide up to a **maximum of five (5) additional chairs**.
7. **Activities** must be conducted in a way that **does not disrupt Library Hub and other office operations**, particularly by avoiding unproductive noise.
8. A **portable sound system with a microphone** is **included** in the use of the Library Hub; however, items such as **laptops, LCD projectors, extensions, necessary activity office supplies, printing, and similar needs** shall be the **responsibility of the requesting party and participants**;
9. The **requesting party shall maintain cleanliness and orderliness** during and after the activity, including the **proper arrangement of tables and chairs**. All **waste materials**, such as leftover food, food containers, disposable caps, bottles, cans, and similar items, must be **properly disposed of**;
10. The requesting party shall **ensure the safety of Library Hub materials and equipment** and shall be held accountable for any damage or defect incurred, if any.
11. **Safety protocols** must also be observed, including familiarization with fire exits and emergency procedures, as well as **securing personal belongings**, as the Library Hub shall not be held liable for any loss.
12. Any **request for postponement, cancellation, or rescheduling** of the activity shall be **supported by an approved letter** from the immediate head and submitted to the Library Hub staff.
13. That **Library Hub Personnel reserves the right to cancel/refuse** the use of the facility **if the above conditions are not met**.

Requested by:

Indorsed/Noted by:

Approved by:

(Printed Name and Signature)

(Printed Name and Signature of the Unit Head)

(Learning Resource Supervisor)

DEPEDQUEZON-CID-LIB-04-017-001



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

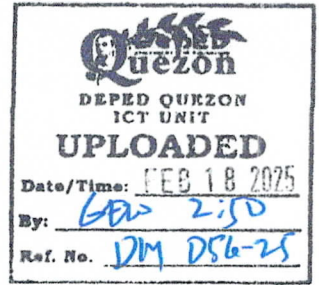
Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



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 *[Signature]*

BY: *[Signature]*
ROSELYN Q. GOLFO
 OIC-Assistant Schools Division
 Superintendent

DEPEDQUEZON-TM-SDS-04-010-005



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

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**.

DEPEDQUEZON-TM-SDS-04-010-005



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

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph