Republic of the Philippines
Department of Education
Region VI – Western Visayas
**DIVISION OF AKLAN**
Arch. Reyes St., Kalibo, Aklan

June 21, 2017

**DIVISION MEMORANDUM**
**No. 132, s. 2017**

**PILOT TESTING OF LIBRARY HUB BOOKS DISTRIBUTION AND UTILIZATION**

To: Education Program Supervisors/Coordinators
Public Schools District Supervisors/Principals/Head Teacher in-Charge of the District/
Heads of Public Elementary, Secondary and Integrated Schools
LR Coordinators of Selected Districts/Schools
All Other Concerned

1. The DepEd Aklan Learning Resource Management and Development System (LRMDS) Unit will conduct a three-month pilot testing of the **Library Hub Supplementary Reading Materials Distribution and Utilization Project** from July 3, 2017 to October 6, 2017.

2. This activity aims to ensure the development for the love of reading among the learners of the selected districts like **Kalibo I, Kalibo II, New Washington, and Numancia.**

3. Participants of this activity are Public Schools District Supervisors/Principal-in-Charge of the concerned districts, School Heads, District LR Coordinators and School LR Coordinators.

4. Enclosed are the Guidelines on the Implementation of the Project. **District LR Coordinators concerned are advised to attend a special meeting as a pre-planning activity** on June 28, 2017, 2:00 P.M. at the DepEd Aklan Division Office.

5. Related expenses are chargeable against local and other sources of funds, subject to the usual accounting and auditing rules and regulations.

6. Immediate and widest dissemination of this Memorandum is strongly desired.

For the SCHOOLS DIVISION SUPERINTENDENT:

**MICHAEL TORRES RAPIZ**
Chief Education Supervisor
School Governance and Operations Division
In-Charge of the Division

Enclosure: As stated
Reference: None
Allotment: 1 (RO s. 1994)
To be indicated in the **Perpetual Index**
Under the following subjects:

| | | | |
|---|---|---|---|
| **LIBRARY OFFICIALS** | **MEETING TEACHERS** | **PROGRAM SERVICE** | **PROJECT** |

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*(Enclosure No. 1 of Division Memo No. _____, s. 2017)*

| On Distribution | On Monitoring | On Reshuffling |
|---|---|---|
| 1. The Library Hub will send at least 3,500 titles to the pilot districts for distribution to their respective schools.<br>2. The District LR Coordinators will notify the School LR Coordinators of the titles and copies available for borrowing.<br>3. The School LR Coordinators will accomplish a Borrower's Form so that the District LR Coordinator can track the books.<br>*(The books will stay within the district for the next 22 calendar days.)* | 1. Representative/s of the Division LRMDS Library Hub will visit the district on the 23rd-25th calendar day.<br>2. They will inventory the books borrowed and books returned to the District Office.<br>3. They will collect reports from the District LR Coordinator on the result of the learners' reading habits. | 1. New set of books will be issued to the District Offices, which was taken from the other districts. |

**ON SCHEDULE OF BOOKS DISTRIBUTION**

Four (4) sets of supplemental reading materials will be distributed, one set per pilot districtbased on the following schedule:

| | Distribution of Books | | | |
|---|---|---|---|---|
| **District** | **A** | **B** | **C** | **D** |
| Kalibo I | Jul. 3, 2017 | Jul. 21, 2017 | Aug. 15, 2017 | Sep. 11, 2017 |
| Kalibo II | Sep. 11, 2017 | Jul. 3, 2017 | Jul. 21, 2017 | Aug. 15, 2017 |
| New Washington | Aug. 15, 2017 | Sep. 11, 2017 | Jul. 3, 2017 | Jul. 21, 2017 |
| Numancia | Jul. 21, 2017 | Aug. 15, 2017 | Sep. 11, 2017 | Jul. 3, 2017 |

**NOTES**

1. The School Heads concerned shall provide empty bins (secured and waterproof) to handle sets of books from the District Office to their respective schools.
2. Related expenses on transporting of books shall be shouldered by the school.
3. District LR Coordinator shall receive the books delivered from the Library Hub to the district. He/she may utilize a Borrower Slip which may indicate when the books are issued and when they are returned through the School LR Coordinator *(Borrower Slip is accomplished by the School LR Coordinator)*.
4. The District LR Coordinator shall do physical count of the books after every cycle against the Books Inventory given by the Library Hub personnel. The district/school may devise a method of inventory/monitoring so that such activities do not interfere with/hinder the mandated functions of the teacher concerned.
5. Any loss of/damage to books or other similar incidents must be properly and promptly reported in writing by the personnel concerned.
6. After the final cycle (D), the District LR Coordinator will prepare a final report, signed by the District LR Coordinator and the PSDS/PID, addressed to the Schools Division Superintendent, stating therein, among others, the final count of books returned against the number of books issued and other pertinent information which will be useful in maintaining a smooth distribution of books and other related services of the library hub as support to the school instructional needs.