



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



11 August 2023

**Regional Memorandum**

No.483 s.2023

**REQUEST FOR INVENTORY OF THE LIBRARY HUB  
INFRASTRUCTURE STATUS**

To **Schools Division Superintendents**

1. This has reference to the Joint Memorandum dated **August 8, 2023**, from the Bureau of Learning Resources and Education Facilities Division in line with the Library Hub Project as part of the MATATAG Agenda.
2. To determine the specific needs of each SDO an inventory of this type of facility is necessary. The Division Engineer and LR Supervisors are instructed as follows:
  - a. For SDOs with existing Library Hubs, fill up the **Library Hub Inventory Google Form** as provided in this link <https://bit.ly/LHInventoryForm>
  - b. For SDOs without existing Library Hub, fill up the Site Appraisal Google Form thru this link <https://LHSiteAppraisalForm> indicating the necessary information and the feasibility of the proposed Library Hub Building has available space for construction (See Annex A for the copy of the approved designs for the library hub).
  - c. In case there is no buildable space in the SDO, recommend the nearest school where the library hub can be constructed. The Division Engineer shall check against the Comprehensive School Facilities Development Plan if the future plans for the construction of school buildings in the selected school will not be compromised by the construction of the library hub given the available buildable space.
  - d. The Division Engineer shall finalize the Program of Works and Detailed Unit Price Analysis for the proposed library hub project based on the results of its assessment – whether construction, completion repair, or rehabilitation.

Scanned hard copies of the accomplished forms will be requested from your office. You may access the a and b forms through the link <https://bit.ly/LHInventoryFormTemplate>.



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3. The SDOs are requested to complete the submission of **items a and b** on or before **August 21, 2023**, while the deadline set for the submission of the **Program of Works and Detailed Unit Price Analysis** to the EFD shall be on or before **August 31, 2023**.
4. For clarification and further inquiries, please contact **Dianne Catherine T. Antonio**, Education Program Supervisor, and **Viernalyn M. Nama**, CLMD Chief Education Supervisor, at (02) 8681-7249 local 420.

Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

Cc: 02/Roc2



Republic of the Philippines  
**Department of Education**

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**JOINT MEMORANDUM**

TO : **REGIONAL DIRECTORS  
ASSISTANT REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **ARIZ DELSON ACAY D. CAWILAN**  
Director IV, Bureau of Learning Resources

**ANNABELLE R. PANGAN**  
Engineer V  
Chief, Education Facilities Division

SUBJECT : **REQUEST FOR INVENTORY OF THE LIBRARY HUB  
INFRASTRUCTURE STATUS**

DATE : **August 08, 2023**

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In the National Expenditure Program for CY 2024, a new line item was approved under the Basic Education Facilities Fund (BEF) of the Department of Education (DepEd). This is the Library Hub Project which is part of the MATATAG Agenda of the Vice President and Secretary as mentioned in the Basic Education Report (BER). The program aims to construct new library hubs and repair and rehabilitate existing ones.

In this connection, the Bureau of Learning Resources (BLR) and the Education Facilities Division (EFD) will facilitate the implementation of the project once approved in the General Appropriations Act (GAA) for CY 2024.

The Library Hub project is proposed to be constructed on the premises of the Schools Division Offices (SDOs) subject to the result of the validation of the Division Engineer and the Division Learning Resource (LR) Supervisors and through the recommendation of the Schools Division Superintendent (SDS).

In order for the BLR and EFD to determine the specific needs of each SDO, an inventory of this type of facility is necessary. Thus, the Division Engineer and the LR Supervisors are instructed as follows:

- a. For SDOs with existing Library Hubs, fill up the **Library Hub Inventory Google Form** as provided in this link <https://bit.ly/LHInventoryForm>
- b. For SDOs without existing Library Hub, fill up the **Site Appraisal Google Form** thru this link [bit.ly/LHSiteAppraisalForm](https://bit.ly/LHSiteAppraisalForm) indicating the necessary information and the feasibility of the proposed Library Hub

Building has available space for construction (See Annex A for the copy of the approved designs for the library hub)

- c. In case there is no buildable space in the SDO, recommend the nearest school where the library hub can be constructed. The Division Engineer shall check against the Comprehensive School Facilities Development Plan if the future plans for the construction of school buildings in the selected school will not be compromised by the construction of the library hub given the available buildable space.
- d. The Division Engineer shall finalize the Program of Works and Detailed Unit Price Analysis for the proposed library hub project based on the result of its assessment – whether construction, completion, repair, or rehabilitation.

Scanned hard copies of the accomplished forms will be requested from your office. You may access the a and b form templates through the link [bit.ly/LHInventoryFormTemplate](http://bit.ly/LHInventoryFormTemplate).

The SDOs are requested to complete the submission of items a and b on or before **August 15, 2023** while the deadline set for the submission of the Program of Works and Detailed Unit Price Analysis to the EFD shall be on or before **August 31, 2023**.

For queries and concerns, please coordinate with **Marlon G. Ompoc**, Librarian II of the Bureau of Learning Resources (BLR)-Quality Assurance Division (QAD) at telephone numbers (02) 8631-9294/8634-1054 or email [lrqad@deped.gov.ph](mailto:lrqad@deped.gov.ph) copy furnished [blr.od.gov.ph](http://blr.od.gov.ph).

For your appropriate action and guidance.

*Cc. Atty. Revsee A. Escobedo  
Undersecretary for Operations*