



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

13 August 2025

Regional Memorandum
No. 608 s.2025

**STRENGTHENING THE ESTABLISHMENT, MANAGEMENT,
AND UTILIZATION OF LIBRARY HUBS**

To **Schools Division Superintendents**

1. In line with the Department of Education's mandate to ensure the effective delivery of quality learning resources and the optimal use of the Library Hub facilities, all Schools Division Offices (SDOs) in Region IV-A are directed to strengthen the establishment, management, and utilization of Library Hubs within their respective jurisdictions.
2. To ensure alignment with DepEd Orders No. 64, s. 2009, No. 75, s. 2011, and the DepEd Library Hub Handbook, all concerned SDOs shall implement the following measures:
 - a. **Establishment and Enhancement of Library Hubs-**
Establish functional library hubs within your respective SDOs and assess structural concerns, particularly the foundation of existing hubs.
 - b. **Designation of Dedicated Personnel-**
Assign personnel exclusively to manage the library hubs, either through local funding or by coordinating with your respective Local School Boards.
 - c. **Prioritization of Adequate Storage-**
Prioritize the provision of adequate storage bins and shelves proportionate to the volume of Supplementary Learning Resources (SLRs) delivered, in coordination with the designated Education Program Supervisor for Learning Resources and Librarian.
 - d. **Evaluation of SLR Utilization-**
All SDOs shall monitor and evaluate the utilization of Supplementary Learning Resources (SLRs) to ensure these resources reach all students, particularly in island and mountainous areas.
 - e. **Development of Division- and Region-Wide Strategies-**
Collaborate with the CLMD and Learning Resource (LR) Officers to develop and implement practical strategies for the effective management and operation of library hubs consistent with the DepEd Library Hub Handbook.



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3. To support this, each SDO is required to submit a Quarterly Status Report on the implementation of the prescribed measures using the template in Enclosure 1. The report must be submitted on or before the last day of the month following the end of each quarter, specifically: **September 30, 2025** (3rd Quarter), **December 31, 2025** (4th Quarter), **March 31, 2026** (1st Quarter), and **June 30, 2026** (2nd Quarter).
4. The report shall include updated data, accomplishments, challenges encountered, and photographs of facilities, as applicable. It must also attach the **Official Library Hub Monitoring Tool (Forms 1-5)** as a supporting reference, which can be accessed through this link: <https://tinyurl.com/LHFormsMonitoringTools>
5. Immediate dissemination and strict compliance with this Memorandum are desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Enclosure 1 – Template for Quarterly Status Report on Library Hub Operations

SDO	No. of Functional Library Hubs	With Designated Reading Area (Yes/No)	With Assigned Personnel (Yes/No)	Adequate Bins/ Shelves (Yes/No)	Utilization Status <i>(Select: High / Moderate / Low / Non-Functional)</i>	No. of Borrowers <i>(Schools/ Teachers/ Learners)</i>	Total No. of Books Borrowed/Returned	Frequency of Reading Area Use <i>(Days/Week)</i>	Issues/ Concerns	Actions Taken	Remarks

Guidance for Filling Out “Utilization Status”

- High – 75% or more of schools borrow/use resources regularly, reading area in frequent use.
- Moderate – 40–74% of schools borrow/use resources occasionally; reading area sometimes used.
- Low – Less than 40% of schools borrow/use resources; the reading area is seldom used.
- Non-Functional – No recorded usage; hub closed, under repair, or used as storage.