

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



23 September 2025

Regional Memorandum
No. 713 s. 2025

**REGIONAL MONITORING AND VALIDATION
OF LIBRARY HUBS**

To **Schools Division Superintendents**

1. In line with the Department of Education's continuing commitment to provide access to quality supplementary learning resources, the Regional Office shall conduct Validation and Monitoring of Library Hubs on **October 6-10, 2025, and October 20-24, 2025**, across the region. This is to ensure that the reports submitted by Schools Division Offices (SDOs) are accurate, consistent, and reflective of actual Library Hub operations.
2. This activity specifically aims to:
 - a. validate the Quarterly Status Reports on Library Hub operations submitted by SDOs;
 - b. assess the extent of functionality, utilization, and management of Library Hubs through desk validation and on-site monitoring;
 - c. provide technical assistance and recommendations to address challenges encountered; and
 - d. consolidate validated data for regional reporting and policy development.
3. All SDOs are directed to extend full cooperation with the RMT during desk validation and scheduled on-site visits. Timely submission of reports and provision of supporting documents shall be strictly observed.
4. For reference and guidance, the following documents are attached:
 - a. Enclosure 1 – List of Names of the Regional Monitoring Team, List of Library Hubs, and Monitoring Date
 - b. Enclosure 2 – General Guidelines on the Validation and Monitoring of the Library Hubs.
5. Travel and other expenses of the Regional Office personnel related to the conduct of this activity shall be charged against regional funds, while the Schools Division Office shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.




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6. To facilitate uniformity in reporting and compliance, the Library Hub Monitoring Forms Template and a copy of the Library Hub Handbook may be accessed through this link: <https://tinyurl.com/LibraryHubMonitoring2025>. It is likewise expected that the Quarterly Status Reports on Library Hub operations from the SDOs shall also be submitted through the same link on or before the set deadlines. For submission, SDOs shall upload both the editable soft copy of the report and the signed PDF file.
7. For clarification and further inquiries, you may contact the CLMD-Learning Resource Management Section at (02) 8681-2114 local 420.
8. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Enclosure 1

REGIONAL MONITORING AND VALIDATION OF LIBRARY HUBS

Team Leaders: SDS Lourdes T. Bermudez
Chief Viernalyn M. Nama, CLMD

Library Hubs	Regional Monitoring Official	Date of Monitoring
SDO Antipolo		
DepEd Antipolo (OLD BLDG) Supply Section C. Lawis Ext., Brgy. San Isidro, Antipolo City	Paul Gence Ocampo EPS	October 6, 2025
SDO Batangas City		
Department of Education SDO Batangas City Library Hub P. Herrera St. Batangas City	Gilbert O. Cruz EPS	October 7, 2025
SDO Batangas Province		
SDO Library Hub DepEd Division of Batangas Province, Provincial Sports Complex, Bolbok., Batangas	Gilbert O. Cruz EPS	October 8-10, 2025
Lobo Library Hub P. Burgos St. Poblacion, Lobo, Batangas (Inside Lobo Central School)		
Nasugbu Library Hub Escalera St. Brgy2 Nasugbu, Batangas Beside Municipal of Nasugbu"		
San Juan Library Hub De Villa St., Poblacion, San Juan, Batangas (near Alternative Learning Center)		
Lemery Library Hub Lemery Pilot Elementary School Atienza St. Brgy. Bagong Sikat Lemery, Batangas		
SDO Biñan City		
City Schools Division of Biñan Division Library Hub P. Burgos St., Sto. Domingo, City of Biñan	Eugene Ray F. Santos Philips T. Monterola EPS	October 20, 2025
SDO Calamba City		
Calamba City Lawa-ES	Eugene Ray F. Santos Philips T. Monterola EPS	October 24, 2025
Calamba City Jose Rizal Memorial School		
SDO Cavite City		
Schools Division Office of Cavite City, Garcia, and Chief E. Martin Sts., Caridad, Cavite City	Virgilio O. Guevarra, Jr. EPS	October 6, 2025
SDO Cavite Province		

Schools Division Office -Cavite Province, Provincial Capitol Compound, Brgy. Luciano, Trece Martires City	Margaret P. Musa EPS	October 9, 2025
Alegre St., Brgy. Galicia I, Mendez, Cavite		October 10, 2025
SDO Laguna		
SDO Laguna Library Hub Ground Floor, Oreta Building Laguna University Gov. FT San Luis Recreational Sports Complex Bubukal, Sta.Cruz, Laguna	Emelia P. Crescini EPS	October 10, 2025
Gabaldon Building Alaminos Central Elementary School Alaminos, Laguna	Emelia P. Crescini EPS	October 10, 2025
SDO Lipa City		
Library Hub Division of Lipa City Tambo Elementary School Tambo, Lipa City	Hazel Angelyn E. Tesoro EPS	October 9, 2025
SDO Lucena City		
West II Compd. M.I. Tagarao St. Brgy. Ilayang Iyam, Lucena City	Lowiesito O. Erni EPS	October 9, 2025
SDO Quezon Province		
SDO Quezon Library Hub-Pagbilao, Quezon (Schools Division Office) Sitio Fori, Brgy. Talipan, Pagbilao, Quezon	Lowiesito O. Erni EPS	October 10, 2025
Tongohin NHS-Library Hub, Infanta Queazon, Brgy. Tongohin (Along National Highway)	Eugene Ray F. Santos Philips T. Monterola EPS	October 7-10, 2025
Mulanay Central Elementary School- Library Hub, Mulanay, Quezon, Brgy. F. Nanadiego St. Poblacion 2, Mulanay, Quezon		
Quezon Elementary School, Library Hub, Quezon, Quezon, U. Camacho St. Brgy. 4, Quezon, Quezon		
SDO Rizal Province		
DepEd Building, Cabrera Road, Brgy. Dolores, Kaytikling, Taytay, Rizal	Paul Gence Ocampo EPS	October 6, 2025
SDO San Pablo City		
Division of San Pablo City Rizal Avenue , Brgy. VI-A San Pablo City, Laguna	Emelia P. Crescini EPS	October 9, 2025
SDO Sta. Rosa City		
Sta. Rosa City- Jose Zavalla Memorial Elementary School	Eugene Ray F. Santos Philips T. Monterola EPS	October 20, 2025
SDO Sto. Tomas City		
Schools Division Office of Sto. Tomas City Poblacion 4, Sto. Tomas City, Batangas	Hazel Angelyn E. Tesoro EPS	October 9, 2025
SDO Tanauan City		
DepEd Tanauan City Division, Pres. JP Laurel Highway, Poblacion 1, Tanauan City, Batangas	Viernalyn M. Nama CLMD Chief	October 10, 2025

GENERAL GUIDELINES ON THE MONITORING AND VALIDATION OF LIBRARY HUBS

I. Rationale

To ensure the effective establishment, management, and utilization of Library Hubs across all Schools Division Offices (SDOs) in Region IV-A CALABARZON, systematic monitoring shall be conducted. This aligns with DepEd Orders No. 64, s. 2009, No. 75, s. 2011, and the DepEd Library Hub Handbook. Monitoring aims to assess compliance with prescribed standards, identify issues and challenges, and recommend improvements to ensure the sustainable operation of Library Hubs.

II. Objectives

The monitoring of Library Hubs shall aim to:

- a. verify the accuracy and completeness of data submitted in the Quarterly Status Reports;
- b. track and evaluate the utilization of Supplementary Learning Resources (SLRs);
- c. ensure that prescribed monitoring tools (Forms 1–5 and Enclosure 1) are properly accomplished;
- d. assess the actual conditions of Library Hubs and compare them with the reports submitted;
- e. provide technical assistance and recommendations to address gaps and challenges; and
- f. consolidate regional findings as a basis for policy recommendations and resource allocation.

III. Scope

Validation shall cover all SDO-submitted reports on Library Hub operations, with focus on:

- a. Functional Library Hubs – establishment, enhancement, and adequacy of facilities.
- b. Designated Personnel – assignment of hub staff and librarians.
- c. Quality of Resources – storage bins, shelves, books, and other learning resources.
- d. Utilization Status – extent of borrower participation, frequency of use, and book circulation.
- e. Implementation of Activities and Services – reading programs, advocacy, and support to teachers and learners.

IV. Roles and Responsibilities

- a. Schools Division Offices (SDOs)
 - Submit Quarterly Status Reports using Enclosure 1, with attachments of Monitoring Forms 1–5.
 - Provide supporting documents such as photographs, accomplishment reports, and certifications.
 - Ensure timeliness and accuracy of submission following the prescribed schedule stated in RM No. 608 s. 2025.
- b. Regional Monitoring Team (RMT)

The RMT shall be composed of CLMD staff, regional librarians, and designated technical personnel. Their responsibilities include:

 - Field Validation – Conduct on-site visits to selected Library Hubs to verify reported data and observe actual hub operations.
 - Feedback and Technical Assistance – Provide findings and recommendations to SDOs for improvement.

- Regional Consolidation – Compile validated data into a regional report for submission to DepEd Central Office.

V. Validation Process

- a. Submission of Reports by SDOs
 - Deadline: last day of the month following each quarter (Sept. 30, Dec. 31, Mar. 31, Jun. 30).
 - Attach Monitoring Forms 1–5 and supporting documentation.
- b. Field Validation by RMT (selected Library Hubs per SDO)
 - Inspect facilities, equipment, and resources.
 - Conduct interviews with hub staff, school librarians, and stakeholders.
 - Validate reported accomplishments against actual hub operations.
- c. Consolidation of Findings
 - RMT compiles validated results and notes issues, challenges, and best practices.

VI. Compliance and Accountability

- a. SDOs are accountable for the accuracy and timeliness of reports.
- b. The Regional Monitoring Team ensures impartial validation and provides technical support.
- c. Non-compliance, inaccurate, or incomplete reporting shall be flagged and addressed formally.

VII. Utilization of Monitoring Results

The results of monitoring shall be used to:

- a. Strengthen library hub operations and management.
- b. Address gaps in book acquisition, staffing, and facility maintenance.
- c. Promote best practices and innovative strategies in library hub utilization.