



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

07 November 2025

Regional Memorandum

No. 842 s. 2025

**SUPPLEMENTARY GUIDELINES ON THE OPERATION
AND MANAGEMENT OF LIBRARY HUBS**

To **Schools Division Superintendents**
Public Schools District Supervisors
Public Elementary and Secondary School Principals

1. Pursuant to the Department of Education's continuing efforts to promote literacy, numeracy, and lifelong learning through improved access to quality learning resources, this Office issues the operational guidelines on the establishment and management of Library Hubs (LHs) based on the 2025 Library Hub Handbook.
2. The Library Hub serves as a central repository of Supplementary Learning Resources (SLRs), providing both physical and digital learning spaces that promote reading engagement, creativity, and 21st-century skills among learners, including those under the Alternative Learning System (ALS) and Special Education (SPED).
3. These guidelines shall be supportive of the existing issuances of the DepEd Central Office and apply to all existing and newly established Library Hubs across CALABARZON, including those integrated within schools without existing libraries.
4. The Regional Office, through the Regional Library Hub Management Team (RLHMT), shall:
 - a. implement and monitor Library Hub policies and operational guidelines;
 - b. review and endorse SDO requests for the establishment or rehabilitation of LHs;
 - c. conduct periodic monitoring and evaluation of LHs and consolidate annual reports;
 - d. facilitate capacity-building activities for LH personnel; and
 - e. maintain a regional repository of LH-related documents and data.
5. The Schools Division Office, through the Schools Division Library Hub Management Team (SDLHMT), shall:
 - a. supervise the establishment, management, and daily operation of LHs;
 - b. designate LH Librarian/In-Charge and support personnel;



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- c. allocate funds for operational needs from the SDO MOOE;
 - d. oversee the borrowing, returning, and record-keeping of SLRs;
 - e. Monitor, validate, and approve the Annual LH Reports and Action Plans;
 - f. ensure reporting and documentation of losses and damages of SLRs; and
 - g. implement Central and Regional directives related to LH operations.
6. The School Head shall:
- a. ensure maximum utilization of LH services and resources by teachers and learners;
 - b. supervise the borrowing and returning of SLRs following approved schedules;
 - c. take full responsibility and accountability for all borrowed materials;
 - d. allocate funds from the School MOOE for hauling or transportation of SLRs;
 - e. maintain a Borrowers' Record or Logbook and submit summary to the SDO LRMS; and
 - f. immediately report any losses or damages of SLRs to the SDO LRMS and PSDS.
7. Borrowing and Returning of SLRs shall be guided by the following:
- a. borrowing may be initiated by teachers, school librarians, or ALS coordinators;
 - b. the LH Librarian shall record all borrowed SLRs and issue a Borrower's List to both the LH and the borrowing school;
 - c. borrowed SLRs shall be returned within the prescribed period and in good condition;
 - d. the School Head, teacher, and librarian/in-charge shall be jointly accountable for all borrowed items;
 - e. the LH Librarian shall check and record all returned materials; and
 - f. any loss or damage must be reported immediately to the SDO LRMS for documentation and resolution.
8. Losses and Damages of SLRs shall be addressed in accordance with DepEd Order No. 25, s. 2003 and related COA regulations:
- a. losses and damages may be due to (1) calamities or force majeure, (2) learner transfer or dropout, or (3) negligence;
 - b. a written report shall be submitted within 15 days after the incident, duly signed by the School Head and endorsed to the SDO LRMS;
 - c. lost or damaged SLRs due to negligence shall be replaced with the same or equivalent title or material of equal value;
 - d. secondhand or photocopied materials shall not be accepted as replacement;
 - e. a Certification of Indigency from the Barangay or DSWD may be accepted for families unable to replace lost materials; and
 - f. the SDO Supply Officer shall issue acknowledgment receipts and forward requests for relief from accountability to the resident COA for clearance.
9. Each SDO shall submit a Consolidated Annual Library Hub (LH) Report at the end of the school year using the prescribed template attached in Enclosure No. 1. The Regional LRMS shall review, validate, and conduct on-site verification when necessary.

10. For guidance and strict compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Reference/s:

- DepEd Order 64, s. 2024
- DepEd Order 14, s. 2024
- DepEd Order 24, s. 2023

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Enclosure 1:

A. Consolidated Annual Library Hub (LH) Report

I. General Information

Name of SDO / Library Hub:

Address / Location:

Librarian / In-Charge:

Reporting Period:

II. Collection and Utilization Summary

Category	No. of Titles	Total Copies	Borrowed	Returned	For Repair	Disposed per COA Rules

III. Programs and Activities Conducted

(List literacy, numeracy, or outreach programs linked to LH utilization.)

IV. Findings and Recommendations

(Include issues encountered, assistance needed, and improvement plans.)

Prepared by:

Library Hub In-Charge/ Division Librarian

Verified by:

School Principal/ PSDS/ LRMS-EPS

Noted:

CID Chief

Approved:

Schools Division Superintendent

B. Consolidated Library Hub Operations Report

I. Borrowing and Returning Log Sheet

Date	Borrower / School	Grade / Subject	Title of SLR	Accession No.	Date Borrowed	Date Returned	Condition	Checked by	Remarks
<i>(to be filled in by LH Librarian)</i>									

II. Loss and Damage Report Form

Date of Report	Reporting School	Title of SLR	Accession No.	Type (Loss/ Damage)	Description	Estimated Value	Action Taken	Endorsed by	Received by
<i>(to be filled in by School Librarian and SDO LRMS)</i>									

Prepared by:

Library Hub In-Charge/ Division Librarian

Verified by:

School Principal/ PSDS/ LRMS-EPS

Reviewed by:

SDO Supply Officer

Noted:

CID Chief

Approved:

Schools Division Superintendent