



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

To: Asst. Schools Division Superintendent
OIC, Chief Education Supervisor, CID
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Subject: **REITERATION OF THE DIVISION GUIDELINES ON THE PROCESS OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUBS FOR SY 2023 - 2024**

Date: August 30, 2023

As the School Year 2023-2024 starts and to ensure continuous utilization of Library Hubs, the Schools Division Office through the Curriculum Implementation Division - Learning Resources Management Section (LRMS) reiterates the Division Guidelines on the Process of Borrowing and Returning of Books from the Library Hubs for SY 2023-2024 issued last February 28, 2023.

New schedule was also provided for your guidance. Please refer to the attached Division Guidelines.

Immediate dissemination of this Memorandum is desired.

*"Deped Marinduque: Heart of the Philippines
Lead to Excel, Excel to Lead"*





Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

*Enclosure 1 to Division Memorandum dated August 30, 2023
re: Reiteration of the Division Guidelines on the Process of Borrowing and Returning of
Books from Library Hubs for SY 2023-2024*

**GUIDELINES ON BORROWING AND RETURNING OF LIBRARY HUB MATERIALS
SY 2023-2024**

1. Through the list of library materials at the library, the School Head must prepare a reading request (in advance) to be submitted/sent to Library Hub Designate through the School Library Designate.
2. The school head, School Library Designate, or any authorized representative of the school can borrow bins of books for his/her school.
For elementary level - 1 set of story books every Grade Level
For secondary level - 2 to 5 sets of books
3. The hub adopts the approved schedule of Library Hub Designate in borrowing and returning of books. Approved schedule is attached.
4. Borrowing and returning of reading materials from the Library Hub must be recorded both by the School Library Designate and the Library Hub Designate.
5. Borrowed reading materials can be used for 25 calendar days.
6. The teacher may allow the pupils to take-out one reading material for reading enrichment but should be returned within 5 school days. School authorities particularly (classroom teacher, School Library Designate and the school head) are held responsible for taken-out reading materials. Lost books or damaged library materials must be reported and replaced with the same book title and edition immediately.
7. It is advised that expenses for the transportation of books should be included from the monthly school budget/MOOE. The school is responsible for any lost and book damages.
8. Releasing form as well as Transferring of Books and Feedback Form will be given to every school to ensure a systematic process of borrowing, transferring and returning of books to the Library Hub.
9. Library Hub may also accept donations from those borrowing schools for maintenance of books and other related expenses to its minor needs.
10. Proper handling of books should always be observed.
11. Let us always utilize our Learning Resources Center for the benefit of our school children.

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T. Roque St., Malusak, Boac, Marinduque

Email: deped_marinduque@yahoo.com / Tel. No.: (042) 332-1009 / Fax No.: (042) 332-1611

Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque
DIVISION LIBRARY HUB
Boac

July 12, 2023

DR. LYNN G. MENDOZA
OIC, Schools Division Superintendent
Schools Division of Marinduque

Madam:

I have the honor to submit the schedule of visit for the month of December, 2023 of the Library Hub-in-charge relative to the operation of Library Hubs for the Schools Division of Marinduque; in particular, to conduct operation and technical works such as stamping of ownership, accessioning, classifying and cataloguing, preparing cards and due slip and shelving, and giving assistance on borrowing and returning of books.

Date	Library Hub
December 1, 8, 11, 22, 27-29	Boac Library Hub
December 4-5, 14-15,	Gasán Library Hub
December 6-7, 18-19,	Santa Cruz Library Hub
December 12-13, 20-21	Torrijos Library Hub

This schedule is subject to change depending upon the circumstances. It is hoped that this schedule merits your consideration and approval.

Very truly yours,



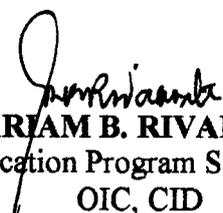
DINA S. MORALES
Library Hub-in-Charge

Noted:



CHARMAIN J. MOGOL, RL
Librarian II

Recommending Approval:



MARIAM B. RIVAMONTE
Education Program Supervisor
OIC, CID

Approved:



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque
DIVISION LIBRARY HUB
Boac

July 12, 2023

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Schools Division of Marinduque

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Date	Library Hub
November 3, 10, 17, 20, 27-30	Boac Library Hub
November 6-7, 15-16	Gasán Library Hub
November 8-9, 21-22	Santa Cruz Library Hub
November 13-14, 23-24	Torrijos Library Hub

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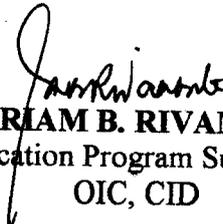
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Approved:


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Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque
DIVISION LIBRARY HUB
Boac

July 12, 2023

DR. LYNN G. MENDOZA
OIC, Schools Division Superintendent
Schools Division of Marinduque

Madam:

I have the honor to submit the schedule of visit for the month of October, 2023 of the Library Hub-in-charge relative to the operation of Library Hubs for the Schools Division of Marinduque; in particular, to conduct operation and technical works such as stamping of ownership, accessioning, classifying and cataloguing, preparing cards and due slip and shelving, and giving assistance on borrowing and returning of books.

Date	Library Hub
October 2-3, 9, 16, 25-27, 30-31	Boac Library Hub
October 4-6, 17-18	Gasán Library Hub
October 10-11, 19-20	Santa Cruz Library Hub
October 12-13, 23-24	Torrijos Library Hub

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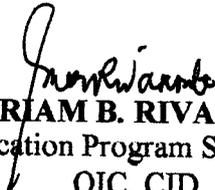
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Education Program Supervisor
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LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque
DIVISION LIBRARY HUB
Boac

July 12, 2023

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Schools Division of Marinduque

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Date	Library Hub
September 1, 7-8, 15, 22, 27-29	Boac Library Hub
September 4-6, 18-19	Gasán Library Hub
September 11-12, 20-21	Santa Cruz Library Hub
September 13-14, 25-26	Torrijos Library Hub

This schedule is subject to change depending upon the circumstances. It is hoped that this schedule merits your consideration and approval.

Very truly yours,



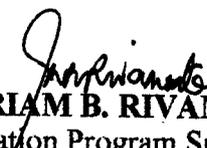
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Recommending Approval:



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OIC, CID

Approved:



LYNN G. MENDOZA, EdD
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Republic of the Philippines
Department of Education
MIMAROPA Region
Schools Division of Marinduque
DIVISION LIBRARY HUB
Boac

July 12, 2023

DR. LYNN G. MENDOZA
OIC, Schools Division Superintendent
Schools Division of Marinduque

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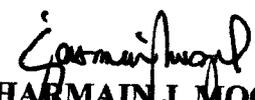
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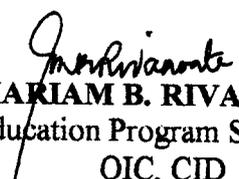
Date	Library Hub
August 7, 14, 21-23, 29-31	Boac Library Hub
August 1-2, 10-11, 25	Gasán Library Hub
August 3-4, 15-16, 24	Santa Cruz Library Hub
August 8-9, 17-18, 28	Torrijos Library Hub

This schedule is subject to change depending upon the circumstances. It is hoped that this schedule merits your consideration and approval.

Very truly yours,


DINA S. MORALES
Library Hub-in-Charge

Noted: 
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Librarian II

Recommending Approval: 
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Education Program Supervisor
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Schools Division of Marinduque
DIVISION LIBRARY HUB
Boac

July 12, 2023

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Date	Library Hub
July 21, 24, 27, 28, 31	Boac Library Hub
July 17-18	Gasán Library Hub
July 19-20	Santa Cruz Library Hub
July 25-26	Torrijos Library Hub

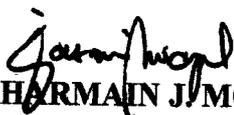
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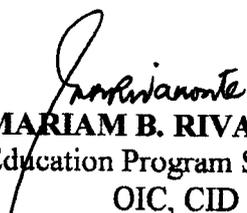
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MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

*Enclosure 2 to Division Memorandum dated August 30, 2023
re: Reiteration of the Division Guidelines on the Process of Borrowing and Returning of
Books from Library Hubs for SY 2023-2024*

**SCHEDULE OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUB
SY 2023-2024**

- **Boac Library Hub**
- **Gasán Library Hub**
- **Santa Cruz Library Hub**
- **Torrijos Library Hub**

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T. Roque St., Malusak, Boac, Marinduque

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SCHEDULE OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUB SY 2023-2024

BOAC LIBRARY HUB

For Boac North, Boac South and Mogpog District

School	September				October				November				December				January				February				March				April				May	
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2			
Direct to Library Hub																																		
Bangbangalon ES	7-8				9				10				11				11-12			8-9				7-8				8						
Tanza ES	7-8				9				10				11				11-12			8-9				7-8				8						
Buliasnin ES	7-8				9				10				11				11-12			8-9				7-8				8						
Maligaya ES	7-8				9				10				11				11-12			8-9				7-8				8						
Poras ES	7-8				9				10				11				11-12			8-9				7-8				8						
Pili -Balogo ES	7-8				9				10				11				11-12			8-9				7-8				8						
Lupac-Tabigue ES	7-8				9				10				11				11-12			8-9				7-8				8						
Sawi ES	7-8				9				10				11				11-12			8-9				7-8				8						
Agot ES	7-8				9				10				11				11-12			8-9				7-8				8						
Don Luis HMS	7-8				9				10				11				11-12			8-9				7-8				8						
Mansiwat ES	7-8				9				10				11				11-12			8-9				7-8				8						
Cawit ES	7-8				9				10				11				11-12			8-9				7-8				8						
Tugos ES	7-8				9				10				11				11-12			8-9				7-8				8						
Duyay ES	7-8				9				10				11				11-12			8-9				7-8				8						
Maybo ES	7-8				9				10				11				11-12			8-9				7-8				8						
Bantauyan ES	7-8				9				10				11				11-12			8-9				7-8				8						
Mahinhin ES	7-8				9				10				11				11-12			8-9				7-8				8						
Balagasan ES	7-8				9				10				11				11-12			8-9				7-8				8						
Puting-Buhangin ES (B)	7-8				9				10				11				11-12			8-9				7-8				8						
Hinapulan ES	7-8				9				10				11				11-12			8-9				7-8				8						
Mogpog CS	7-8				9				10				11				11-12			8-9				7-8				8						
Hinadharan ES	7-8				9				10				11				11-12			8-9				7-8				8						
Pawa ES	7-8				9				10				11				11-12			8-9				7-8				8						
Puyog ES	7-8				9				10				11				11-12			8-9				7-8				8						
Janagdong ES	7-8				9				10				11				11-12			8-9				7-8				8						
Sayao ES	7-8				9				10				11				11-12			8-9				7-8				8						
Amoingon ES	7-8				9				10				11				11-12			8-9				7-8				8						
Agumaymayan ES	7-8				9				10				11				11-12			8-9				7-8				8						

School	September				October				November				December				January				February				March				April				May						
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2				
Group 1																																							
Boac South Central	7-8					9				10				11				11-12				8-9				7-8								8					
Don Severino L.						9				10				11				11-12				8-9				7-8								8					
Balaring-Caganhao ES										10				11				11-12				8-9				7-8								8					
Group 2																																							
Poctoy ES	7-8					9				10				11				11-12				8-9				7-8								8					
Bamban ES						9				10				11				11-12				8-9				7-8								8					
Group 3																																							
Catubugan ES	7-8					9				10				11				11-12				8-9				7-8								8					
Mainit ES						9				10				11				11-12				8-9				7-8								8					
Group 4																																							
Bantay ES	7-8					9				10				11				11-12				8-9				7-8								8					
Binunga ES						9				10				11				11-12				8-9				7-8								8					
Group 5																																							
Balimbing ES	7-8					9				10				11				11-12				8-9				7-8								8					
Canat ES						9				10				11				11-12				8-9				7-8								8					
Boi ES										10				11				11-12				8-9				7-8								8					
Group 6																																							
Butansapa ES	7-8					9				10				11				11-12				8-9				7-8								8					
Bocboc ES						9				10				11				11-12				8-9				7-8								8					
P. Buhangin ES (M)										10				11				11-12				8-9				7-8								8					
Group 7																																							
Lamesa ES	7-8					9				10				11				11-12				8-9				7-8								8					
Tarug ES						9				10				11				11-12				8-9				7-8								8					
Group 8																																							
Magapua ES	7-8					9				10				11				11-12				8-9				7-8								8					
Malayak ES						9				10				11				11-12				8-9				7-8								8					
Group 9																																							
Ino ES	7-8					9				10				11				11-12				8-9				7-8								8					
Hinanggayon ES						9				10				11				11-12				8-9				7-8								8					
Silangan ES										10				11				11-12				8-9				7-8								8					
Group 10																																							
Laon ES	7-8					9				10				11				11-12				8-9				7-8								8					
Bintakay ES						9				10				11				11-12				8-9				7-8								8					

School	September				October				November				December				January				February				March				April				May								
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2						
Group 11																																									
Nangka ES	7-8					9					10					11					11-12					8-9					7-8					8					
Sumangga ES						9					10					11					11-12					8-9					7-8					8					9-10
Group 12																																									
Danao ES	7-8					9					10					11					11-12					8-9					7-8					8					
Mampaitan ES						9					10					11					11-12					8-9					7-8					8					9-10
Group 13																																									
Capayang ES	7-8					9					10					11					11-12					8-9					7-8					8					
Guisian ES						9					10					11					11-12					8-9					7-8					8					9-10
Group 14																																									
Balanacan ES	7-8					9					10					11					11-12					8-9					7-8					8					
Argao ES						9					10					11					11-12					8-9					7-8					8					9-10
Group 15																																									
Pili ES	7-8					9					10					11					11-12					8-9					7-8					8					
Mendez ES						9					10					11					11-12					8-9					7-8					8					9-10

SECONDARY PUBLIC SCHOOLS

BOAC and MOGPOG CLUSTER

Direct to Library Hub

Cawit NHS	7-8					9					10					11					11-12					8-9					7-8					8					
Ilaya NHS	7-8					9					10					11					11-12					8-9					7-8					8					
Marinduque NHS	7-8					9					10					11					11-12					8-9					7-8					8					
Group 1																																									
Mogpog CNHS	7-8					9					10					11					11-12					8-9					7-8					8					
Sayao NHS						9					10					11					11-12					8-9					7-8					8					9-10
Group 2																																									
Butansapa NHS	7-8					9					10					11					11-12					8-9					7-8					8					
Puting Buhangin NHS						9					10					11					11-12					8-9					7-8					8					9-10
Group 3																																									
Balanacan NHS	7-8					9					10					11					11-12					8-9					7-8					8					
Argao NHS						9					10					11					11-12					8-9					7-8					8					9-10

1st Rotation

2nd Rotation

3rd Rotation

4th Rotation

School	September				October				November				December				January				February				March				April				May		
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
Group 6																																			
Daykitin ES	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Bancoro ES					4-6				6-7				4-5				8-10			5-7				4-6					10-12					6-8	
Caigangan ES									6-7				4-5				8-10			5-7				4-6					10-12						
Group 7																																			
Buenavista Central S.	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Libas ES					4-6				6-7				4-5				8-10			5-7				4-6					10-12					6-8	
Binunga ES									6-7				4-5				8-10			5-7				4-6					10-12						
Group 8																																			
Yook ES	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Tungib ES					4-6				6-7				4-5				8-10			5-7				4-6					10-12					6-8	
Lipata ES									6-7				4-5				8-10			5-7				4-6					10-12						
Group 9																																			
Malbog ES	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Timbo ES					4-6				6-7				4-5				8-10			5-7				4-6					10-12					6-8	
Bagacay ES									6-7				4-5				8-10			5-7				4-6					10-12						
SECONDARY PUBLIC SCHOOLS																																			
GASAN and BUENAVISTA CLUSTER																																			
Direct to Library Hub																																			
Tiguion NHS	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Bangbang NHS	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Tapuyan NHS	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Bognuyan NHS	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Paciano A. Sena Memoria	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Bagtingon NHS	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Buenavista NHS	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
BNHS - Bagacay Annex	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
BNHS - Sihi Annex	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
Yook NHS	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
BNHS - Lipata-Tungib Annex	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						
BNHS - Daykitin Annex	4-6				4-6				6-7				4-5				8-10			5-7				4-6					10-12						

- 1st Rotation
- 2nd Rotation
- 3rd Rotation
- 4th Rotation

Group 1																					
Masaguisi NHS		11-12			10-11		8-9			6-7				15-17		12-14			11-13		15-17
Tagum NHS				10-11		8-9			6-7				15-17		12-14			11-13			
Alobo NHS						8-9			6-7				15-17		12-14			11-13		15-17	
Group 2																					
Hupi NHS		11-12			10-11		8-9			6-7				15-17		12-14			11-13		15-17
Kasily NHS				10-11		8-9			6-7				15-17		12-14			11-13			
Group 3																					
Dolores NHS		11-12			10-11		8-9			6-7				15-17		12-14			11-13		15-17
Punong NHS				10-11		8-9			6-7				15-17		12-14			11-13			
Botilao NHS						8-9			6-7				15-17		12-14			11-13		15-17	
Group 4																					
Polo NHS		11-12			10-11		8-9			6-7				15-17		12-14			11-13		15-17
Maniwaya NHS				10-11		8-9			6-7				15-17		12-14			11-13			
Mongpong NHS						8-9			6-7				15-17		12-14			11-13		15-17	

- 1st Rotation
- 2nd Rotation
- 3rd Rotation
- 4th Rotation

SCHEDULE OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUB SY 2023-2024

TORRIJOS LIBRARY HUB

School	September				October				November				December				January				February				March				April				May						
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2					
Direct to Library Hub																																							
Torrijos CS		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Buangan ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Talawan ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Banukbok PS		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Cabuyo ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Tigwi ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Bangwayin ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Nangka ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Sinambahan ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Bayakbakin ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Payanas ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Sibuyao ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Marlangga ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Group 1																																							
Malibago ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Tambunan ES						12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Group 2																																							
Macawayan ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Dampulan ES						12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Group 3																																							
Maranlig ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Tumagabok ES						12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Group 4																																							
Poctoy ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Cagpo ES						12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Group 5																																							
Bonliw ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Kay Duke ES						12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Malinao ES											13-14					12-13						18-19					19-21					18-20					22-24		
Group 6																																							
Matuyatuya ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Suha ES						12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Mabuhay ES											13-14					12-13						18-19					19-21					18-20					22-24		
Group 7																																							
Pakaskasan ES		13-14				12-13					13-14					12-13						18-19					19-21					18-20					22-24		
Bolo PS						12-13					13-14					12-13						18-19					19-21					18-20					22-24		

School	September				October				November				December				January				February				March				April				May	
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2

SECONDARY PUBLIC SCHOOLS

TORRIJOS CLUSTER

Direct to Library Hub

Torrijos SHS	13-14				12-13				13-14				12-13				18-19				19-21				18-20				22-24		
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Group 1

Poctoy NHS	13-14				12-13				13-14				12-13				18-19				19-21				18-20				22-24		
Bonliw NHS					12-13				13-14				12-13				18-19				19-21				18-20						
Matuyatuya NHS									13-14				12-13				18-19				19-21				18-20				22-24		

Group 2

Maranlig NHS	13-14				12-13				13-14				12-13				18-19				19-21				18-20				22-24		
Sibuyao NHS					12-13				13-14				12-13				18-19				19-21				18-20						

Group 3

Tigwi NHS	13-14				12-13				13-14				12-13				18-19				19-21				18-20				22-24		
Malibago NHS					12-13				13-14				12-13				18-19				19-21				18-20						

- 1st Rotation
- 2nd Rotation
- 3rd Rotation
- 4th Rotation