



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

Office of the Schools Division Superintendent

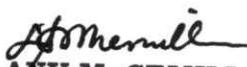


DIVISION MEMORANDUM

To: Asst. Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From: **ELSIE T. BARRIOS, PhD**
Schools Division Superintendent

For the SDS:


LANY M. SEMILLA
Chief Education Supervisor
Curriculum Implementation Division
Officer In-Charge

Subject: **GUIDELINES ON THE PROCESS OF BORROWING AND RETURNING
OF BOOKS FROM LIBRARY HUBS FOR SY 2022 - 2023
(MARCH TO JULY)**

Date: February 28, 2023

In support to DepEd's Every Child a Reader Program (ECARP) and its goal of improving the literacy skills and raise the level of literacy in the deprived, disadvantaged and underserved areas, the Schools Division Office of Marinduque, thru the Curriculum Implementation Division - Learning Resource Management Section, announces the Guidelines on the Process of Borrowing and Returning of Books from Library Hub for SY 2022-2023 (March to July).

The objectives of the borrowing scheme are:

- to ensure the continuous utilization of Library Hub;
- to address the problem of far flung schools on borrowing books when it comes to distance from Library Hubs; and
- to increase the number of Library Hub users.

Guidelines and Schedule of Borrowing and Returning of Books are attached as enclosures.

For immediate dissemination and compliance.

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





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*Enclosure 1 to Division Memorandum dated February 28, 2023
re: Scheme on Borrowing and Returning of Books from Library Hub for SY 2022 – 2023
(March to July)*

**GUIDELINES ON BORROWING AND RETURNING OF LIBRARY HUB MATERIALS
SY 2022-2023 (March to July)**

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. The next school scheduled should get the book and notify the Library Hub Designate. The last school user will be the one to return the books to the Library Hub together with Transferring of Books Form and Feedback Form.
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 as 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.

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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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Enclosure 2 to Division Memorandum dated February 28, 2023
 re: Scheme on Borrowing and Returning of Books from Library Hubs for SY 2022-2023
 (March to July)

SCHEDULE OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUB SY 2022-2023

BOAC LIBRARY HUB

For Boac North, Boac South and Mogpog Districts Elementary Schools

School	March				April				May				June				
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Direct to Library Hub																	
Bangbangalon ES		13-15						17-18				15			1-2		
Tanza ES		13-15						17-18				15			1-2		
Buliasnin ES		13-15						17-18				15			1-2		
Maligaya ES		13-15						17-18				15			1-2		
Poras ES		13-15						17-18				15			1-2		
Pili -Balogo ES		13-15						17-18				15			1-2		
Lupac-Tabigue ES		13-15						17-18				15			1-2		
Sawi ES		13-15						17-18				15			1-2		
Agot ES		13-15						17-18				15			1-2		
Don Luis HMS		13-15						17-18				15			1-2		
Mansiwat ES		13-15						17-18				15			1-2		
Cawit ES		13-15						17-18				15			1-2		
Tugos ES		13-15						17-18				15			1-2		
Duyay ES		13-15						17-18				15			1-2		
Maybo ES		13-15						17-18				15			1-2		
Bantauyan ES		13-15						17-18				15			1-2		
Mahinhin ES		13-15						17-18				15			1-2		
Balagasan ES		13-15						17-18				15			1-2		
Puting-Buhangin ES (B)		13-15						17-18				15			1-2		
Hinapulan ES		13-15						17-18				15			1-2		
Mogpog CS		13-15						17-18				15			1-2		
Hinadharan ES		13-15						17-18				15			1-2		
Pawa ES		13-15						17-18				15			1-2		
Puyog ES		13-15						17-18				15			1-2		
Janagdong ES		13-15						17-18				15			1-2		
Sayao ES		13-15						17-18				15			1-2		
Amoingon ES		13-15						17-18				15			1-2		
Agumaymayan ES		13-15						17-18				15			1-2		
Group 1																	
Boac South Central		13-15						17-18				15			1-2		
Don Severino L.								17-18				15					
Balaring-Caganhao ES		13-15						17-18				15			1-2		
Group 2																	
Poctoy ES		13-15						17-18				15			1-2		
Bamban ES								17-18				15					
Group 3																	
Catubugan ES		13-15						17-18				15			1-2		
Mainit ES								17-18				15					
Group 4																	
Bantay ES		13-15						17-18				15			1-2		
Binunga ES								17-18				15					

School	March				April				May				June				
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Group 5																	
Balimbing ES		13-15					17-18			15			1-2				
Canat ES							17-18			15							
Boi ES		13-15					17-18			15			1-2				
Group 6																	
Butansapa ES		13-15					17-18			15			1-2				
Bocboc ES							17-18			15							
P. Buhangin ES		13-15					17-18			15			1-2				
Group 7																	
Lamesa ES		13-15					17-18			15			1-2				
Tarug ES							17-18			15							
Group 8																	
Magapua ES		13-15					17-18			15			1-2				
Malayak ES							17-18			15							
Group 9																	
Ino ES		13-15					17-18			15			1-2				
Hinanggayon ES							17-18			15							
Silangan ES		13-15					17-18			15			1-2				
Group 10																	
Laon ES		13-15					17-18			15			1-2				
Bintakay ES							17-18			15							
Group 11																	
Nangka ES		13-15					17-18			15			1-2				
Sumangga ES							17-18			15							
Group 12																	
Danao ES		13-15					17-18			15			1-2				
Mampaitan ES							17-18			15							
Group 13																	
Capayang ES		13-15					17-18			15			1-2				
Guisian ES							17-18			15							
Paye ES		13-15					17-18			15			1-2				
Group 14																	
Balanacan ES		13-15					17-18			15			1-2				
Argao ES							17-18			15							
Group 15																	
Pili ES		13-15					17-18			15			1-2				
Mendez ES							17-18			15							

SECONDARY PUBLIC SCHOOLS

For Boac North, Boac South and Mogpog Districts Secondary Schools

Direct to Library Hub

Cawit NHS		13-15					17-18			15			1-2				
Ilaya NHS		13-15					17-18			15			1-2				
Marinduque NHS		13-15					17-18			15			1-2				
Group 1																	
Mogpog CNHS		13-15					17-18			15			1-2				
Sayao NHS							17-18			15							
Group 2																	
Butansapa NHS		13-15					17-18			15			1-2				
Puting Buhangin NHS							17-18			15							
Group 3																	
Balanacan NHS		13-15					17-18			15			1-2				
Argao NHS							17-18			15							

SCHEDULE OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUB 2022-2023

GASAN LIBRARY HUB

For Gasan and Buenavista Districts Elementary Schools

School	March				April				May				June				
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Direct to Library Hub																	
Gasan Central School	1-3					10-11					8-12				15-16		
Aurora Sevilla Sotto ES	1-3					10-11					8-12				15-16		
Masiga ES-Quatis Extn.	1-3					10-11					8-12				15-16		
Tiguion ES	1-3					10-11					8-12				15-16		
Tiguion I ES	1-3					10-11					8-12				15-16		
Antipolo-Banuyo ES	1-3					10-11					8-12				15-16		
Matandang Gasan ES	1-3					10-11					8-12				15-16		
Bagtingon ES	1-3					10-11					8-12				15-16		
Pag-asa ES	1-3					10-11					8-12				15-16		
Bicas-bicas ES	1-3					10-11					8-12				15-16		
Daat PS & Sihi ES	1-3					10-11					8-12				15-16		
Group 1																	
Pangi ES	1-3					10-11					8-12				15-16		
Bahi ES						10-11					8-12						
Masiga ES	1-3					10-11					8-12				15-16		
Group 2																	
Bangbang ES	1-3					10-11					8-12				15-16		
Cabugao ES						10-11					8-12						
Tapuyan ES	1-3					10-11					8-12				15-16		
Group 3																	
Banot-Mahunig ES	1-3					10-11					8-12				15-16		
Bachao ES						10-11					8-12						
Tabionan ES	1-3					10-11					8-12				15-16		
Group 4																	
Bognuyan ES	1-3					10-11					8-12				15-16		
Bacong-bacong ES						10-11					8-12						
Pinggan ES	1-3					10-11					8-12				15-16		
Group 5																	
Dawis ES	1-3					10-11					8-12				15-16		
Banuyo ES						10-11					8-12						
Gaspar ES	1-3					10-11					8-12				15-16		
Group 6																	
Daykitin ES	1-3					10-11					8-12				15-16		
Bancoro ES						10-11					8-12						
Caigangan ES	1-3					10-11					8-12				15-16		
Group 7																	
Buenavista Central S.	1-3					10-11					8-12				15-16		
Libas ES						10-11					8-12						
Binunga ES	1-3					10-11					8-12				15-16		
Group 8																	
Yook ES	1-3					10-11					8-12				15-16		
Tungib ES						10-11					8-12						
Lipata ES	1-3					10-11					8-12				15-16		
Group 9																	
Malbog ES	1-3					10-11					8-12				15-16		
Timbo ES						10-11					8-12						
Bagacay ES	1-3					10-11					8-12				15-16		

School	March				April				May				June				
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
SECONDARY PUBLIC SCHOOLS																	
For Gasan and Buenavista Districts Secondary Schools (Direct to LH)																	
Tiguion NHS	1-3					10-11					8-12					15-16	
Bangbang NHS	1-3					10-11					8-12					15-16	
Tapuyan NHS	1-3					10-11					8-12					15-16	
Bognuyan NHS	1-3					10-11					8-12					15-16	
Paciano A. Sena Memoria	1-3					10-11					8-12					15-16	
Bagtingon NHS	1-3					10-11					8-12					15-16	
Buenavista NHS	1-3					10-11					8-12					15-16	
BNHS - Bagacay Annex	1-3					10-11					8-12					15-16	
BNHS - Sihi Annex	1-3					10-11					8-12					15-16	
Yook NHS	1-3					10-11					8-12					15-16	
BNHS - Lipata-Tungib Anr	1-3					10-11					8-12					15-16	
BNHS - Daykitin Annex	1-3					10-11					8-12					15-16	

SCHEDULE OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUB 2022-2023

STA. CRUZ LIBRARY HUB

For Sta. Cruz South, North and East District

School	March				April				May				June			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Direct to Library Hub																
Baliis ES	6-8					12-14					16-19					22-23
Sta. Cruz South Central	6-8					12-14					16-19					22-23
Sta. Cruz East Central	6-8					12-14					16-19					22-23
Gabaldon ES	6-8					12-14					16-19					22-23
Bangcuangan ES	6-8					12-14					16-19					22-23
Dolores ES	6-8					12-14					16-19					22-23
Sta. Cruz North Central	6-8					12-14					16-19					22-23
Kalangkang ES	6-8					12-14					16-19					22-23
Dating Bayan ES	6-8					12-14					16-19					22-23
Haguimit ES	6-8					12-14					16-19					22-23
Pansoy ES	6-8					12-14					16-19					22-23
Lipa ES	6-8					12-14					16-19					22-23
Masaguisi ES	6-8					12-14					16-19					22-23
Kamandugan ES	6-8					12-14					16-19					22-23
Aturan ES	6-8					12-14					16-19					22-23
San Antonio ES	6-8					12-14					16-19					22-23
Manlibunan ES	6-8					12-14					16-19					22-23
Polo ES	6-8					12-14					16-19					22-23
Group 1																
Lusok ES	6-8					12-14					16-19					22-23
Ipil ES						12-14					16-19					
Botilao ES	6-8					12-14					16-19					22-23
Group 2																
Hupi ES	6-8					12-14					16-19					22-23
Balogo ES						12-14					16-19					
Kasily ES	6-8					12-14					16-19					22-23
Group 3																
Lamesa ES	6-8					12-14					16-19					22-23
Punong ES						12-14					16-19					
San Isidro ES	6-8					12-14					16-19					22-23
Group 4																
Pantayin ES	6-8					12-14					16-19					22-23
Banogbog ES						12-14					16-19					
Devilla ES	6-8					12-14					16-19					22-23
Group 5																
Biga ES	6-8					12-14					16-19					22-23
Alobo ES						12-14					16-19					
Morales ES	6-8					12-14					16-19					22-23
Group 6																
Tamayo ES	6-8					12-14					16-19					22-23
Tagum ES						12-14					16-19					
Angas ES	6-8					12-14					16-19					22-23

Group 7

Taytay ES	6-8					12-14				16-19					22-23
Tambangan ES						12-14				16-19					

Group 8

Makapuyat ES	6-8					12-14				16-19					22-23
Pulong Parang ES						12-14				16-19					
Masalukot ES	6-8					12-14				16-19					22-23

Group 9

Buyabod ES	6-8					12-14				16-19					22-23
Maniwaya ES						12-14				16-19					
Mongpong ES	6-8					12-14				16-19					22-23

Group 10

Libjo ES	6-8					12-14				16-19					22-23
Kinyaman ES						12-14				16-19					
Kaganhao ES	6-8					12-14				16-19					22-23

Group 11

Tapian ES	6-8					12-14				16-19					22-23
Labo ES						12-14				16-19					
Makulapit ES	6-8					12-14				16-19					22-23

Group 12

Matalaba ES	6-8					12-14				16-19					22-23
Tawiran ES						12-14				16-19					

SECONDARY PUBLIC SCHOOLS**STA. CRUZ DISTRICT****Direct to Library Hub**

Ipil NHS	6-8					12-14				16-19					22-23
Landy NHS	6-8					12-14				16-19					22-23
Kilo-kilo NHS	6-8					12-14				16-19					22-23
Tambangan NHS	6-8					12-14				16-19					22-23
Matalaba NHS	6-8					12-14				16-19					22-23
Makapuyat NHS	6-8					12-14				16-19					22-23

Group 1

Masaguisi Annex	6-8					12-14				16-19					22-23
Tagum NHS						12-14				16-19					
Alobo NHS	6-8					12-14				16-19					22-23

Group 2

Hupi NHS	6-8					12-14				16-19					22-23
Kasily NHS						12-14				16-19					

Group 3

Dolores NHS	6-8					12-14				16-19					22-23
Punong NHS						12-14				16-19					
Botilao NHS	6-8					12-14				16-19					22-23

Group 4

Polo NHS	6-8					12-14				16-19					22-23
Maniwaya NHS						12-14				16-19					
Mongpong NHS	6-8					12-14				16-19					22-23

SCHEDULE OF BORROWING AND RETURNING OF BOOKS FROM LIBRARY HUB 2022-2023

TORRIJOS LIBRARY HUB

School	March				April				May				June			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

Direct to Library Hub

Torrijos CS			22-24				19-21					23-26				26-28
Buangan ES			22-24				19-21					23-26				26-28
Talawan ES			22-24				19-21					23-26				26-28
Banukbok PS			22-24				19-21					23-26				26-28
Cabuyo ES			22-24				19-21					23-26				26-28
Tigwi ES			22-24				19-21					23-26				26-28
Bangwayin ES			22-24				19-21					23-26				26-28
Nangka ES			22-24				19-21					23-26				26-28
Sinambahan PS			22-24				19-21					23-26				26-28
Bayakbakin ES			22-24				19-21					23-26				26-28
Payanas ES			22-24				19-21					23-26				26-28
Sibuyao ES			22-24				19-21					23-26				26-28
Marlangga ES			22-24				19-21					23-26				26-28

Group 1

Malibago ES			22-24				19-21					23-26				26-28
Tambunan ES							19-21					23-26				

Group 2

Macawayan ES			22-24				19-21					23-26				26-28
Dampulan ES							19-21					23-26				

Group 3

Maranlig ES			22-24				19-21					23-26				26-28
Tumagabok ES							19-21					23-26				

Group 4

Poctoy ES			22-24				19-21					23-26				26-28
Cagpo ES							19-21					23-26				

Group 5

Bonliw ES			22-24				19-21					23-26				26-28
Kay Duke ES							19-21					23-26				
Malinao ES												23-26				26-28

Group 6

Matuyatuya ES			22-24				19-21					23-26				26-28
Suha ES							19-21					23-26				
Mabuhay ES			22-24				19-21					23-26				26-28

Group 7

Pakaskasan ES			22-24				19-21					23-26				26-28
Bolo PS							19-21					23-26				

SECONDARY PUBLIC SCHOOLS

Direct to Library Hub

Torrijos SHS			22-24				19-21					23-26				26-28
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Group 1

Poctoy NHS			22-24				19-21					23-26				26-28
Bonliw NHS							19-21					23-26				
Matuyatuya NHS			22-24				19-21					23-26				26-28

Group 2

Maranlig NHS			22-24				19-21					23-26				26-28
Sibuyao NHS							19-21					23-26				

Group 3

Tigwi NHS			22-24				19-21					23-26				26-28
Malibago NHS							19-21					23-26				