



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



DIVISION MEMORANDUM

No. 041, s.2015

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs – CID/ SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Elementary/ Secondary Teacher Librarians

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

SUBJECT: **SCHEDULE OF BORROWING SUPPLEMENTARY READING MATERIALS (SRMs) FROM THE DIVISION LIBRARY HUB**

DATE: June 29, 2015

1. Pursuant to the Deped's banner program of "*Every Child A Reader Program (ECARP)*", the Division Library Hub has set its schedule of the borrowing of supplementary reading materials by district to bring more books to public and secondary schools:

July 6 (Monday)	July 7 (Tuesday)	July 8 (Wednesday)	July 9 (Thursday)	July 13 (Monday)
Carmona G.M.A. Gen. Trias	Kawit Maragondon	Naic Noveleta	Rosario Silang	Tanza Ternate Trece Martires City

**South cluster may borrow supplementary reading materials at Mendez Central School.*

2. The Public School District Supervisors will coordinate with school heads, elementary and secondary teacher librarians in planning the scheme for the utilization of SRMs in all the schools in the district within the duration of 25 days. Proper recording of the turnover of SRMs to the different schools should be implemented to avoid losses.
3. The school head must ensure proper recording and care of SRMs. The classroom teacher concerned shall be held responsible and accountable for the reading materials taken out and not returned within the prescribed period. In case of lost or unreturned books or materials, replacements must be made. Lost SRMs should be replaced with the same book title and author.
4. Supplementary Reading Materials (SRMs) should be used in the classroom for integration in the lessons.
5. Elementary/ Secondary school heads and the teacher librarians should submit a short report on how these materials were used in your school/district. You can post your activity in our facebook group page:
www.facebook.com/groups/LearningResourceManagementDevelopment
6. For your information and guidance.