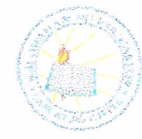




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



August 24, 2015

DIVISION MEMORANDUM
No. 059, s. 2015

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

**SCHEDULE OF BORROWING SUPPLEMENTARY READING MATERIALS (SRM) OF
SOUTH CLUSTER AND SCHEDULE OF STORYTELLING SESSIONS IN
ELEMENTARY SCHOOLS**

1. Pursuant to the Deped's banner program, "Every Child A Reader Program (ECARP)", the District of Mendez Library Hub has set its schedule for borrowing of supplementary reading materials (SRM) to South Cluster public elementary and secondary schools:

September 8	September 10	September 15	September 17
Alfonso Amadeo	Gen. E. Aguinaldo Indang	Magallanes Mendez	Tagaytay

2. The Public School District Supervisors will coordinate with the School Heads, elementary and secondary learning resource managers (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 turn over of SRMs from one school to another must be properly observed to avoid losses.
3. The School Heads 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 of the same book title and author shall be implemented.
4. Supplementary Reading Materials (SRMs) should be used in the classroom for integration in the lessons.
5. Elementary/ Secondary school heads and the learning resource managers should submit a brief report on how these materials were used in your school/district posting activities in the facebook page: depedcavite.lrmd@gmail.com.
6. Returning of books in the Division Library Hub from East, North and West Clusters will be every Monday, Wednesday, and Friday while borrowers from South Cluster may return books at Mendez Library Hub every Tuesday and Thursday only.

7. To make reading interesting and enjoyable, story telling session will be conducted by the Division Librarian on the following schedule:

Municipality	Date	School
Alfonso	September 22	Alfonso Central
		Non-central School
Amadeo	September 29	Amadeo Central
		Non-central School
Carmona	October 6	Armona ES
		Non-central School
Gen. E. Aguinaldo	October 13	Bailen ES
		Non-central School
Gen. M. Alvarez	October 20	San Gabriel I ES
		Non-central School
General Trias	October 27	Gen. Trias MES
		Non-central School
Indang	November 3	Indang CS
		Non-central School
Kawit	November 10	Aguinaldo Elementary School
		Non-central School
Magallanes	November 17	Magallanes CS
		Non-central School
Mendez	December 1	Mendez Central School
		Non-central School
Naic	December 8	Naic Central School
		Non-central School
Noveleta	December 15	Noveleta ES
		Non-central School
Rosario	January 5	Rosario ES
		Non-Central School
Silang	January 12	Silang Central School
		Non-central School
Tagaytay	January 19	Tagaytay Central School
		Non-central School
Tanza	January 26	F. Calderon MS
		Non-central School
Ternate	February 2	Ternate Central School
		Non-central School
Trece Martires City	February 9	TMC ES
		Non-Central School

8. This Office emphasizes that storytelling session should never cause class disruption.

9. For the information and guidance of all concerned.


CHERRYLOU D. DE MESA
 OIC, Schools Division Superintendent