



May 24, 2017

DIVISION MEMORANDUM
No. 123, s. 2017

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

**RETRIEVAL OF SUPPLEMENTARY READING MATERIALS (SRMs)
BORROWED IN SCHOOLS**

1. In lieu of Division Memorandum No. 77, s. 2016, entitled Schedule of Borrowing Supplementary Reading Materials (SRMs), the Learning Resource Development and Management System (LRMDS) reminds the schools' representative /borrower to return the complete borrowed SRMs on the following schedule:

DATE	UNIT	VENUE
May 29, 2017	North and East Unit	SDO Library
May 30, 2017	South Unit	Mendez Library Hub
May 31, 2017	West Unit	SDO Library

2. The PSDS/School Heads must ensure that complete SRMs will be returned. In case of lost or unreturned SRMs, replacements of book with same content/story shall be implemented.
3. Please be guided accordingly.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent