



June 25, 2018

DIVISION MEMORANDUM  
No. 187, s. 2018

## SCHEDULE OF BORROWING SUPPLEMENTARY READING MATERIALS

TO: Assistant Schools Division Superintendent  
OIC, Asst. Schools Division Superintendent  
Chiefs, CID/SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary /Secondary School Heads  
LR Key Administrators

1. Relative to the implementation of Curriculum Implementation Division's (CID) Program SPARK which aims to provide different reading materials to all kinds of readers and to establish routinary reading habits in all grade level, this office has set its schedule for borrowing of supplementary reading materials (SRM) to public elementary and secondary schools:

a. South, North and West Clusters

July 18 Wednesday Alfonso Tagaytay City Gen. E. Aguinaldo	July 20 Friday Indang Magallanes Gen. Trias City	July 25 Wednesday Maragondon Ternate Naic	July 27 Thursday Kawit Noveleta Rosario	July 26 Friday Tanza Ternate Trece Martires City
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b. East Cluster (Mendez Library Hub)

July 17 Tuesday Amadeo Carmona	July 19 Thursday Mendez G.M.A.	July 24 Tuesday Silang
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2. The Public School District Supervisors (PSDS) will coordinate with the LR Key Administrators in planning the scheme for the utilization of SRMs in all the schools in the Municipality. 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 SRMs,




Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

the classroom teacher concerned should write a letter to the LR Supervisor citing the reasons of SRMs lost. Replacement of the same book title and author shall be implemented. In case lost SRM is not available, replacement with another title with the latest copyright is accepted.

4. Supplementary Reading Materials (SRMs) should be used in the classroom for integration in the lessons.
5. Elementary/ Secondary school heads should submit a brief report on how these materials were used in your school/municipality to the LR Key Administrator. Consolidated narrative report should be submitted to [depedcavite.lrmd@deped.gov.ph](mailto:depedcavite.lrmd@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent