

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

April 23, 2024

**REGIONAL MEMORANDUM**

No. 488, s. 2024

**To:** Schools Division Superintendents  
 Chief Education Supervisors, CLMD & CID  
 Regional LRMS Education Program Supervisor/Head  
 Education Program Supervisor, CID-LRMS  
 Librarian II, CLMD & CID  
 SDO Engineers  
 All Others Concerned

**REQUEST FOR THE PREPARATION OF FY 2024 ESTABLISHED LIBRARY HUBS MANAGEMENT & OPERATION IN THE SCHOOLS DIVISION OFFICES**

1. This is in reference to the attached Memorandum BLR -2024-04-693 from Atty. Ariz Delson Acay D. Cawilan, Director IV, Bureau of Learning Resources (BLR), on the above-stated subject, for appropriate action.
2. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**  
 Director IV

CLMD/LRMS



Address: 6 Misamis St. Bago Bantay, Quezon City  
 Email Address: ncr@deped.gov.ph  
 Website: <https://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1




Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director

**MEMORANDUM**  
BLR-2024-04-6 9 3

**FOR :** REGIONAL DIRECTORS  
ASSISTANT REGIONAL DIRECTORS

**ATTENTION :** SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
LR EDUCATION PROGRAM SUPERVISORS

**FROM :**   
ARIZ DELSON ACAY D. CAWILAN  
Director IV

**SUBJECT :** REQUEST FOR THE PREPARATION OF THE FY 2024  
ESTABLISHED LIBRARY HUBS MANAGEMENT AND  
OPERATION IN THE SCHOOLS DIVISION OFFICES

**DATE :** April 22, 2024

Relative to the approved construction of library hubs under the 2024 General Appropriations Act (GAA) approved Basic Education Facilities Fund (BEFF) of the Department of Education (DepEd), the Bureau of Learning Resources (BLR) and School Infrastructure and Facilities-Education Facilities Division (SIF-EFD) issued a joint memo on the identification of additional Library Hubs with information on the status of submission of the **Site Appraisal Form (SAF) and Program of Works (POWs)** dated April 12, 2024.

Kindly note that for the identified library hub (LH) site establishments for FY 2024, there is no GAA provision for its equipment, furniture, and fixtures. In this connection, we are humbly requesting the respective Schools Division Offices (SDOs) to initiate local funding for these items. The indicative list of the LH-needed equipment, furniture, and fixtures are attached in the *Guidelines on the Establishment, Management, and Operation of the Library Hubs in Schools Division Offices Nationwide* that will be released once approved as a DepEd Order. BLR is working for inclusion of the budget for the needed equipment, furniture, and fixtures in the GAA starting FY 2025.

The BLR is also coordinating with the Bureau of Human Resource and Organizational Development (BHRD) on the request for Librarian I and two (2) support staff plantilla items for the FY 2025 established LHs. In the meantime, we are humbly

LRQAD-04-2024-232



(BLRM) Ground, Bonifacio Building, DepEd Complex, Alabang Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;  
(BLRC) Ecotech Compound Section, Lahug, Cebu City; (032) 230-7939; (032) 230-7948  
Email Address: blr.ed@deped.gov.ph; blr.lrpd@deped.gov.ph; blr.lrpad@deped.gov.ph; blr.cebu@deped.gov.ph

requesting the respective SDOs to temporarily initiate funding for hiring LH personnel to ensure that established library hubs shall be fully operational as soon as the Supplementary Learning Resources (SLRs) are procured and delivered.

For your appropriate action and guidance.

Copy furnished:

**REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**EPIMACO V. DENISING III**  
*Undersecretary for School Infrastructure and Facilities*

**GINA O. GONONG**  
*Undersecretary for Curriculum and Teaching*

**ALMA RUBY C. TORIO**  
*Assistant Secretary for Curriculum and Teaching*