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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 173, 2026

**CONTEXTUALIZED GUIDELINES ON THE AVAILMENT
OF SDO VIGAN CITY LIBRARY HUB SERVICES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the establishment of library hubs as stipulated in DepEd Order 64, s. 2009 titled "Institutionalization of DepEd Library Hub Project in All Regions and Schools Division Nationwide," and DepEd's continuing efforts to enhance curriculum delivery and improve learning outcomes, this Office directs all schools to avail of the SDO Vigan City Library Hub learning resource services.
2. The SDO Vigan City Library Hub which is located at Ayusan-Paoa Elementary School, Paoa, Vigan City, Ilocos Sur houses a wide range of learning resources which include storybooks, general references, magazines, comic books, learning area references, and reading kits and packages. The type and title of Supplementary Learning Resources (SLRs) available per learning area, grade level and competencies can be accessed thru this link: <https://tinyurl.com/SLRVCHUB>. The link shall be updated continuously for new available SLRs.
3. The library hub aims to provide reading and reference materials to be borrowed by the public school teachers for distribution to their pupils/students to support their lessons, help improve reading skills, vocabulary, knowledge, perspectives, and critical thinking and give greater access to varied supplementary reading materials which are easily accessible to all teaching and non-teaching personnel, pupils and students, particularly those in schools that cannot afford to build their own comprehensive libraries with new and engaging contents.
3. All schools are encouraged to maximize the use of these resources to support differentiated instruction, remediation programs, reading and numeracy interventions, storytelling sessions, learning resource development, and enrichment activities. The SLRs shall also serve as readily available resources to supplement daily teaching and learning activities in schools to better serve learners in all key stages.
4. In compliance with the Standards for Philippine Libraries as embedded in DepEd Order No. 56, s. 2011, the SDO Vigan City has contextualized guidelines on the availment of Library Hub services for the guidance of all concerned (Enclosure No. 1).





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5. For queries and concerns, please email lrmds.vigancity@deped.gov.ph.
6. Immediate dissemination of this memorandum is earnestly desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure/s: none
Reference: DepEd Order 64, s. 2009, DepEd Order No. 56, s. 2011
To be indicated in the Perpetual Index
Under the following subjects:

LEARNING RESOURCES

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Enclosure No. 1 to Division Memorandum No. 173 s. 2026

**CONTEXTUALIZED GUIDELINES ON THE AVAILMENT
OF SDO VIGAN CITY LIBRARY HUB SERVICES**

I. RATIONALE

The Department of Education's envisions quality basic education services and the maximum utilization of education facilities. Moreover, DepEd commits itself to protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where students learn in a child-friendly, gender-sensitive, safe, and motivating environment.

In order to attain its mission, DepEd continuously employs strategies and innovations to address learning gaps which include the support that teachers need in the delivery of instruction. Alternative instructional resources in print and non-print delivery of modality have been instituted in all levels of governance in education. Supplementary Learning Resources (SLRs) coupled with quality textbooks and manuals give teachers various approaches in the delivery of instruction and provide learners more perspectives in the acquisition of knowledge, skills and values.

II. SCOPE

The contextualized guidelines on the availment of SDO Vigan City Library Hub Services shall apply to public elementary and secondary teaching and non-teaching personnel effective immediately.

III. POLICY STATEMENT

The Schools Division of Vigan City issues these contextualized guidelines on the availment of Library Hub Services to ensure that all schools have access to DepEd procured Supplementary Learning Resources (SLRs). SLRs give learning and teaching varied styles and paces to ensure that learners will be able to acquire complex concepts through different approaches. By offering materials beyond the standard textbooks, SLRs help address gaps in understanding, reinforce lessons, and provide opportunities for advanced study, ultimately contributing to a more comprehensive and engaging educational experience.

IV. GUIDELINES AND PROCEDURES

A. Procedure in Borrowing Learning Resources for Check out

1. School head or authorized representative gathers needs from the teachers
2. Teachers select from the list of available SLRs
3. School head or authorized representative downloads, prints, fills out and signs



Address: Mena Crisolago St. Corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com
Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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borrower's form.

4. School head or authorized representative submits properly filled out and signed form to the librarian
5. Librarian issues the requested learning resources
6. School head or authorized representative signs borrower's logbook

B. Procedure in Returning Borrowed LRs

1. School head or authorized representative presents the LRs to be returned.
2. Librarian checks the LRs vis-à-vis the list indicated in the borrower's form for Completeness.

C. Procedure in the Renewal of Borrowed LRs

1. School Head or authorized representative presents the accomplished borrower's form indicating the SLRs to be borrowed again.
2. Librarian reissues the LRs for renewal based on the accomplished borrower's form.

D. Reminders

1. Borrowers can avail of a maximum of 10-15 SLR titles. The number of copies depends on the availability of the actual number of a certain title. The school shall bring its own bin/container for the materials being borrowed.
2. Borrowing and returning schedule is Monday-Friday from 8:00 AM – 3:00 PM. Only school heads or their authorized representative/s are allowed to borrow the SLRs on behalf of the teachers. They shall visit the Library Hub to choose the needed materials.
3. Reproduction of the library hub materials and bin/container swapping from one school to another are strictly prohibited.
4. Borrowing schools are held responsible for the SLRs taken out of the hub. A letter or affidavit of loss shall be submitted in case of lost materials. Lost materials shall be replaced with the same title, type and publisher. If the material is damaged due to force majeure, the school must provide proper documentation and evidences.
5. The School Head or authorized representative shall be responsible in distributing the materials to the teachers with proper documentation and recording. For the teachers, they are instructed to create an inventory of materials lent to the learners. They shall also orient learners on the do's and dont's when using the materials.
6. Schools shall exercise due diligence in the proper storage of the materials when not in use. Borrowed materials shall be returned after twenty-five calendar days to give other borrowers the chance to access them. Upon return, the school as end user shall also submit a report on the utilization of the hub materials. In the event that schools still need the SLRs borrowed, the school head or authorized





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representative shall follow the procedure in the renewal of borrowed SLRs. Renewal may only be done once to give other schools fair chances to select materials previously borrowed by other schools.

V. MONITORING AND EVALUATION

The Curriculum Implementation Division (CID) and school heads shall conduct regular monitoring to ensure that borrowed SLRs are utilized. Analysis on the feedback and observations on the implementation of these guidelines shall be reviewed for adjustments.





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LIBRARY HUB
BORROWER'S FORM

Name of Borrower: _____
Contact No.: _____
Position: _____
School/Office: _____
Date Borrowed: _____
Due Date: _____
No. of Bins: _____

No.	Title of LR	No. of Copies
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
TOTAL		

Received by: _____
Signature of School Head or Authorized Representative

For request of books and queries, please contact:
ALLAN Q. BARRIENTOS, Division Librarian: 09177965027

Please like us in Facebook: SDO Vigan City - LRMS
post your reading activities here using the library hub.
You may also visit the DepEd Vigan City Website under Learning Resources Tab
for digital Learning Resources and the SDO Library for Researches.



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BORROWER'S FORM

Name of Borrower: _____
Contact No.: _____
Position: _____
School/Office: _____
Date Borrowed: _____
Due Date: _____
No. of Bins: _____

No.	Title of LR
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
TOTAL	

Received by: _____
Signature of School Head or Authorized Representative

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