




Republic of the Philippines
Department of Education
Region V (Bicol)
Rawis, Legazpi City



June 3, 2013

Memorandum

TO : Schools Division Superintendents
Attn: Division Library Hub Coordinators

FROM : 
ORFELINA O. TUY, CESO III
Director IV

SUBJECT : Cataloging and Accessioning of Library Hub Books

1. To ensure that Library Hubs shall start lending of books to schools at the beginning of the school year, it is expected that the accessioning and cataloging of hub books for batches 4-6 have been completed.
2. Technical preparations of SRMs and work plan for school activities should be prepared by Batches 1-3 library hubs. A status report of library hubs in the division i.e., hiring of librarians and the 2013 Plan/Program of Activities should be submitted at the regional office thru eed_deped@yahoo.com or at telefax 482-0310 not later than June 15, 2013.
3. Coordinators and librarians are reminded to frequently visit <http://libraryhubnational.laguna.net.ph/> for updates. Other inquiries and clarifications can be directed to the National Project Team thru email libraryhub_central@yahoo.com or at (02)6339342 or (02)6319640 (telefax) attn. Bevs
4. For information and compliance.