



Republic of the Philippines
Department of Education
Schools Division of Benguet

October 12, 2023

DIVISION MEMORANDUM

No. 377, S2023

To: CID and SGOD Chiefs
 Public Schools District Supervisors/District Coordinators
 Learning Area Education Program Supervisors
 LRMS-PDO II
 Division Librarian
 ICTO
 CID-ADA

ORGANIZATION OF SUPPLEMENTARY LEARNING RESOURCE (SLR) COMMITTEE FOR LIBRARY HUBS AND SLR MANAGEMENT TEAM

- In compliance with DepEd Order No. 24, s. 2023, **Guidelines on the Provision of Supplementary Learning Resources (SLRs) for Public School Libraries and Library Hubs**, the Schools Division Office shall organize its SLR Committee and SLR Management Team with the following compositions and terms of reference.
- The **SLR Committee** whose main function is to identify and evaluate SLRs for school libraries and library hubs using the scoping tool and evaluation rating sheet shall have the following composition and term of reference:

| Supplementary Learning Resource Committee | | |
|--|----------------------|--|
| Composition | Point Persons | Terms of Reference |
| 1. Chairperson – Learning Resource Management Section Supervisor | Sonia D. Dupagan | <ul style="list-style-type: none"> Ensures that all members are aware of and understand the guidelines, and criterion items, and comprehensively read the entire tool in the identification of SLRs before conducting market scoping activities. Signs the final Priority List based on the recommendation of the committee to be endorsed to the Division SLR Management Team for approval. |
| 2. Vice Chairperson – Public Schools District Supervisor designated by the SDS | Juliet Baldo | <ul style="list-style-type: none"> Checks if Priority List is properly accomplished Ensures that the needed documents are complete Endorses the accomplished Priority List to the Chairperson for signing |



Republic of the Philippines
Department of Education
Schools Division of Benguet

| | | |
|-------------------------------|--|---|
| 3. Regular Members: | | <ul style="list-style-type: none"> • Conduct market scoping activities to acquire information on SLRs • Thoroughly identify SLRs and check whether they: <ul style="list-style-type: none"> a. are suitable for use in the library hubs b. are based on the actual need, priorities, and suitability to the Library Hub c. support identified programs, projects, and activities of DepEd • After examining the SLRs when conducting market scoping, accomplish the scoping tool and evaluation sheet. • Discuss individual findings with committee members and provide an overall assessment of the identified SLRs. • Validate the scoping tool to check for any missing or incomplete information. • Accomplish the Priority List of SLRs for Library Hub • Submit the Priority List together with the accomplished scoping tools to the Vice Chairperson for checking. |
| a. EPS In-charge of Reading | Norbert Lartec | |
| b. EPS for Mathematics | Jardson Onio | |
| c. EPS for all Learning Areas | Francis Peckley Erlinda Quinuan Macarthy Malanes Samuel Ayangdan Merlyn Conchita De Guzman Warden Baltazar | |
| d. Division Librarian | Roxanne Mayomis | |

3. **The SLR Management Team** shall have the following composition and Terms of Reference:

| Composition | Point Persons | Terms of Reference |
|---|--------------------------|---|
| Chairperson - Schools Division Superintendent | Sally L. Banaken-Ullalim | <ul style="list-style-type: none"> • Ensures that all members are aware of and understand the verification process on the submitted Priority Lists by the Division SLR Committees. • Approves and signs the consolidated Priority Lists. • Endorses and signs the consolidated Priority Lists to the Regional Office through the |



Republic of the Philippines

Department of Education
Schools Division of Benguet

| | | |
|---|--|---|
| | | Bids and Awards Committee (BAC). |
| Vice-Chairperson – Chief, Curriculum Implementation Division | Rizalyn A. Guznian | <ul style="list-style-type: none"> Ensures that the needed documents are complete. Recommends the approval of the consolidated Priority Lists endorsed by the members of the management team. |
| Regular Members: LRMS Supervisor Division Librarian Learning Area Education Program Supervisor Division ALS Focal Person Public Schools District Supervisor Representative of Division Federation of Parents, Teachers, and Community Association | Sonia D. Dupagan Roxanne B. Mayomis Norbert C. Lartec Remy A. Dum-ao Juliet K. Baldo | <ul style="list-style-type: none"> Receive the Priority Lists and accomplished DepEd scoping and evaluation tools for checking and verification. Ensure that the needed documents are complete. Thoroughly validate the Priority Lists based on given parameters. Sign the Priority Lists after checking and verification. Prepare allocation list and other supporting documents. Consolidate the Priority Lists and endorse relative documents to the Vice-Chairperson for recommending approval. |
| Secretariat: CID Administrative Aide IT Personnel Project Development Officer | Oliver Laurian Jr Eric Wanson Antionette D. Sacyang | <ul style="list-style-type: none"> Assist regular members in checking and validating documents. Provide technical assistance in the preparation of the allocation list. Perform other duties assigned to them. |

4. Relative to DepEd Order No. 24, s. 2023, Guidelines on the Provision of Supplementary Learning Resources (SLRs) for Public School Libraries and Library Hubs, functions, and responsibilities of the SLR Committee and SLR Management Team, the Regional Office



Republic of the Philippines
Department of Education
Schools Division of Benguet


through its CLMD-Learning Resource Management Section shall conduct a Rollout Orientation to be announced through a Regional Memorandum.

Please be guided accordingly.

pm:

SALLY L. BANAKEN-ULLALIM
Schools Division Superintendent

For the Schools Division Superintendent:


RIZALYN A. GUZNIAN, EdD
Chief- Education Supervisor-CID
Officer-in-Charge

References:

DepEd Order No. 24, s. 2023
DepEd Order No. 35, s. 2019


CID-LR/edd

