

## Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION

06 October 2023

REGIONAL MEMORANDUM No. 5 8 8

## CREATION OF DIVISION SUPPLEMENTARY LEARNING RESOURCE MANAGEMENT TEAM AND SUPPLEMENTARY LEARNING RESOURCE COMMITTEE FOR LIBRARY HUB

To: **Assistant Regional Director** Schools Division Superintendents Schools Division Offices All Others Concerned

- Relative to DepEd Order No. 24, s. 2023 on the Provision of Supplementary Learning Resources policy, the procurement activity of SLRs for Library Hubs shall be done at the Regional Office level.
- The Regional Office advises the Schools Division Offices to create their Supplementary Learning Resource Committee and Division Management Committee to facilitate the conduct of market scoping and final listing of Learning Resources to be procured.
- 3. Enclosure 1 is the composition and term of reference.
- For queries, personnel concerned may contact the CLMD Chief Jennifer P. Ande or LR - in charge Benjamin M. Dio-al through email addresses at: car.clmd@deped.gov.ph and car.lrmds@deped.gov.ph.
- 5. Immediate and widest dissemination of this memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director

For the Regional Director:

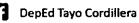
Assistant Regional Director

CLMD/JPA/bmd 0000/Oct. 6,2023 SLR committee



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## **Composition of Division Management Committee**

Composition	Responsible Person	Roles
Chairperson	Schools Division Superintendent	-Ensures that all members are aware of and understand the verification process on the submitted Priority lists by the Division SLR CommitteesApproves and signs the consolidated Priority ListEndorses the approved consolidated Priority Lists to the Regional Office through the Bids and Awards Committee (BAC)
Vice- Chairperson	CID Chief	-Ensures that the needed documents are completeRecommends the approval of the consolidated Priority Lists endorsed by the members of the management team.
Regular Members	1. LRMS Supervisor 2. Division Librarian or thereof, -Division Personnel in-charge 3. Learning Area EPS 4. Division ALS Focal 5. PSDS (in-charge of monitoring LRs) 6Representative of the Division Fed. Of PTA, Facul	-Receive the Priority Lists and accomplished DepEd Scoping and evaluation tools for checking and verificationEnsure that the needed documents are completeThoroughly validate the Priority Lists based on given parametersSign the Priority Lists after checking and verificationPrepare allocation lists and other supporting documentsConsolidate the Priority Lists and endorse relative documents to the Vice-chairperson for recommending approval.
Secretariat	1. CID Administrative Assistant/s 2. IT Personnel 3.PDO of LRMS 4. Other assigned SDO personnel (1 or more as needed)	-Assist regular members in checking and validating documentsProvide technical assistance in the preparation of the allocation listsPerform other duties assigned to them.

Composition of SLR Committee for Library Hub

	Composition of SLR	Committee for Library Hub
Composition	Responsible	Roles
	Person	
Chairperson	EPS - LRMS	-Ensures that all members are aware of and understand the guidelines, criterion items, and comprehensively read the entire tool in the identification of SLRs before conducting market scoping activitiesSigns the final Priority List based on the recommendation of the committee to be endorsed to the Division SLR Management Team for approval.
Vice-	PSDS designated by	-Checks if the Priority List is properly
chairperson	the SDS preferably	accomplished.
ones por our	a reading specialist	-Ensures that the needed documents are complete.
		-Endorses the accomplished Priority List to
		the Chairperson for signing.
Regular	1. EPS – in charge	-Conduct market scoping to acquire
Members	of Reading	information on Supplementary Learning
	2. EPS in charge of	Resources (SLRs)
	Math 3.EPS learning area	-Thoroughly identify SLRs and checks whether they:
	concerned	a) are suitable for use in the library hubs;
	4.Division Librarian	b) are based on the actual need, priorities,
	5. Division LREs (if	and suitability to the Library Hub; and,
	available, at most	c) support identified programs, projects,
	five)	and activities of the Department of
	,	Education (DepEd).
		-After examining the SLRs when conducting
		market scoping, accomplish the scoping
		tool and evaluation rating sheet.
		-Discuss individual findings with committee
		members and provide an overall
		assessment on 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-
	<u></u>	Chairperson for checking.