



Republic of the Philippines  
**Department of Education**

12 DEC 2019

DepEd ORDER  
 No. 035, s. 2019


**2019 LIST OF APPROVED SUPPLEMENTARY LEARNING RESOURCES**

To: Undersecretaries  
 Assistant Secretaries  
 Bureau and Service Directors  
 Regional Directors  
 Schools Division Superintendents  
 Public and Private Secondary School Heads  
 All Others Concerned




1. The Department of Education (DepEd) announces the **2019 List of Approved Supplementary Learning Resources (SLRs)** which may be used for the provision of additional learning resources to be included in the public school library collection.
2. The 2019 List of Approved SLRs is provided in Enclosure No. 2. The list is the result of the evaluation of SLRs submitted during the Call for Submission for Evaluation of SLRs for School Libraries and approved by the Executive Committee (ExeCom) of DepEd. The 2019 List of Approved SLRs are arranged as award winning books, books by internationally recognized publishers, and SLRs that passed DepEd evaluation.
3. This policy is formulated to set the guidelines stipulated in Enclosure No. 1 for the purchase of the K to 12 curriculum compliant SLRs. These SLRs shall augment the available learning resources in the public schools.
4. The DepEd shall issue a separate Order regarding its future evaluation of SLRs which shall include the types of SLRs to be evaluated, the schedule of evaluation, and the regular updating of the list of approved SLRs.
5. All Orders and other related issuances, rules and regulations, and provisions which are inconsistent with this Order are hereby repealed, rescinded, or modified accordingly.
6. These guidelines shall remain in force and in effect for the duration of the program, unless sooner repealed, amended, or rescinded. DepEd Order No. 52, s. 2004 and all existing orders and memoranda that are inconsistent with this Order are rescinded.
7. Immediate dissemination of and strict compliance with this Order is directed.

**LEONOR MAGTOLIS BRIONES**  
 Secretary



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February 24, 2020

To: **Schools Division Superintendents**  
**All Divisions**

For information and strict compliance.

**MAY B. ECLAR, PhD, CESO V**  
 Regional Director

#CLMD/cfm/fbb



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**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

References:

DepEd Order Nos. (52, s. 2004), 112, s. 2009; 48, s. 2011, and 44, s. 2013

To be indicated in the Perpetual Index  
under the following subjects:

CURRICULUM  
LEARNING RESOURCES  
LIST  
POLICY  
SCHOOLS

MCR DO-2019 List of Approved Supplementary Learning Resources  
0794 -November 25, 2019/12-06-19

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(Enclosure No. 1 to DepEd Order No. 035, s. 2019)

## **Guidelines on the Procurement of SLRs**

### **I. Rationale**

The Department of Education (DepEd) is promoting the love for and habit of reading through the institutionalization of libraries in every school. School libraries and library hubs serve as reservoir of adequate and varied quality supplementary learning resources (SLRs). SLRs shall be made available and accessible to teachers and learners in order to create a pervasive reading culture and environment in public schools. As a result, learners and teachers will develop the ability to use these resources efficiently and effectively as tools for learning and teaching.

In the roll-out of the K to 12 Program in relation to **R.A. 10533**, DepEd's provision of learning resources needs to evolve to respond to the new curriculum. Textbooks and other supplementary learning resources for public school use need to be aligned with the new curriculum.

Moreover, many schools divisions, with the help of the local government units (LGUs) and non-governmental organizations (NGOs) and with the provision of learning resources by DepEd Central Office, have already established Library Hubs in compliance with **DepEd Order No. 75 s. 2008** entitled *Institutionalization of the Maintenance and Operations of Library Hubs*. However, there are still some Library Hubs which have not yet been provided with learning resources. Thus, there is a need to purchase learning resources for these Library Hubs in order for them to serve the learners and teachers.

As one of its mandates, DepEd through the Bureau of Learning Resources (BLR) shall formulate policies, standards, and guidelines on the design, development, evaluation, production, and utilization of learning resources including their acquisition, allocation, procurement, and equitable distribution across all levels in the organization. Thus, this policy is formulated to set the guidelines for the purchase of SLRs for public school libraries and library hubs Batches 7 and 8.

### **II. Scope**

This policy contains guidelines on how to purchase SLRs for library hubs (Batches 7 and 8) and school libraries using the 2019 List of Approved SLRs.

### **III. Definition of Terms**

For the purpose of this policy, the following terms have been defined:

1. **Approved List of SLRs** is the list of SLRs that underwent and passed the evaluation process of the Bureau of Learning Resources (BLR).



2. **Library Hub** is a reservoir of supplementary learning resources managed by the schools division office intended to promote and develop the love and habit of reading among the learners.
3. **School Library** is an information center, audio-visual center, and instructional material center. (Source: DECS Order No. 6, s. 1998). It also refers to a library associated or connected with a school whose main users are the learners, teachers, and staff.
4. **Supplementary Learning Resources (SLRs)** are storybooks, big books, fictional materials, and references for general use or for specific learning areas other than regular textbooks.

#### IV. Policy Statement

School libraries must be properly and adequately equipped with SLRs to meet curricular, instructional, research, and recreational needs of the users. Basically, school libraries and library hubs shall maintain SLRs that are current and in good condition and reflect an appropriate balance among all types of resources.

Thus, the DepEd hereby provides the 2019 List of Approved SLRs and the guidelines for the purchase of SLRs for school libraries and library hubs.

#### V. Procedures

##### A. Procurement of SLRs

##### 1. Procedure

##### *1.1 Procurement of SLRs by the Central Office*

DepEd-Central Office shall procure first the award-winning books included in the 2019 List of Approved SLRs using the 2018 and 2019 funds. Other approved SLRs may be procured in the future using available funds.

Procurement of SLRs for school libraries and library hubs shall strictly follow R.A. 9184, all other applicable existing government rules and regulations, and this DepEd Order.

##### *1.2 Procurement of SLRs for School Libraries by the DepEd Field Offices*

DepEd Field Offices shall follow the procedure below should they decide to procure SLRs using available funds:

- a. The DepEd Field Offices shall form either at the regional level or division level the SLR Selection Committee that shall lead in the selection of SLRs and shall prepare the list of SLRs to be procured based on the 2019 List of Approved SLRs.



- b. The procuring DepEd Field Office may prioritize schools with existing school libraries since the SLRs to be procured are for school libraries. Thus, it is recommended to base their allocation on the recent inventory of schools with existing school libraries.
- c. The SLR Selection Committee shall submit to the appropriate Head of Office for the approval the Procurement Request of SLRs selected from the Enclosure 2.
- d. The SLR Selection Committee shall specify in the request the following:
  - name of schools to receive the SLRs to be procured
  - titles of SLRs to be procured
  - number of copies per title to be procured
  - justification for selecting the SLRs recommended to be procured
  - school library collection inventory (if applicable)
- e. Upon the approval of the Head of Office, the BAC shall process the procurement of the selected SLRs.
- f. Procurement of SLRs for school libraries shall strictly adhere to R.A. 9184, other related government rules and regulations, and this DepEd Order.

**B. SLRs to be Procured by the DepEd Field Offices**

1. The SLR Selection Committee composed of supervisors, teachers, librarian, and student-representatives shall select only from the 2019 List of Approved SLRs found in Enclosure 2.
2. For school libraries, only SLRs suitable for Kinder to Grade 6 shall be procured for elementary schools and SLRs suitable for Grades 7 to 12 shall be procured for junior and senior high schools. For the library hubs, SLRs suitable for all grade levels shall be procured.
3. Selection of SLRs from the 2019 List of Approved SLRs shall be based on the needs and interests of the learners and teachers.
4. No SLR shall be procured which are not included in the approved list of SLRs.

**C. Allowed Number of Copies to be Procured**

1. A maximum of forty (40) copies shall be procured per title for each library hub.
2. The maximum number of copies per title to be procured for each school library shall be based on the latest EBEIS and shall depend on the following enrolment range:

Enrolment Range	Maximum Number of Copies of SLRs per Title Allowed to be Procured		
	General Collection (Learning Area Books)	Fiction Books	Other Library Collections
Below 50	1	1	1
50 to 440	3	2	1
441 to 840	5	3	1
841 to 1240	7	4	1
1241 and above	10	5	1

*sha*

3. Procurement of SLRs shall not exceed the abovementioned allowable number of copies to be procured per school.

#### **VI. Monitoring and Evaluation**

1. The Schools Division Office through the Learning Resource Management Section shall conduct monitoring and check the availability of the procured SLRs in the school libraries after the delivery reports have been submitted. Monitoring Reports shall be submitted to BLR.
2. The DepEd Central Office through the BLR and the Regional Offices shall also check the availability and utilization of the procured SLRs during the conduct of learning resource monitoring.
3. The BLR shall conduct a review of this policy to improve the guidelines to be used in similar future projects.

#### **VII. References**

1. DECS Order No. 6, s. 1998
2. DepEd Order No. 112, s. 2009
3. DepEd Order No. 48, s. 2011
4. DepEd Order No. 44, s. 2013

#### **VIII. Effectivity and Transitory Provision**

All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

This Order shall take effect immediately upon publication in the DepEd official website.

