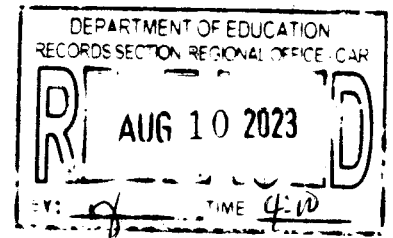




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



10 August 2023

**REGIONAL MEMORANDUM**  
No. 444-2023

**INVENTORY OF LIBRARY HUB INFRASTRUCTURE**

To: Schools Division Superintendent  
Division Engineers/DepEd Project Engineers and Architects  
Learning Resource Supervisor

1. In the National expenditure Program for CY 2024, a new line item under the Basic Education Facilities Fund (BEFF) was approved. This is the Library Hub project which aims to construct new library hubs and rehabilitate existing ones. The library hub is to be constructed on the premises of the Schools Division Offices subject to the validation of the Division Engineer and the Division Learning Resource Supervisor through the recommendation of the Schools Division Superintendent.
2. The Division Engineer and Learning Resource Supervisor are instructed to submit inventory of library hub as follows :
  - a. For SDO's with existing Library Hubs, fill up the **Library Hub Inventory Google Forms** as provided in the link <https://bit.ly/LHInventoryForm>.
  - b. For SDO's without existing Library Hub, fill up the **Site Appraisal Google Form** thru the link [bit.ly/LHsiteAppraisalForm](https://bit.ly/LHsiteAppraisalForm) indicating the necessary information and the feasibility of the proposed Library Hub Building.
  - c. In case there is no buildable space in the premises of the Schools Division Office, the proposed library hub may be constructed to the nearest school. The propose library shall not compromise the Comprehensive Development Plan of the School.
  - d. The Division Engineer/DepEd Project Engineer and Architect shall finalize the Program of Works and Detailed Unit Price Analysis for the proposed library hub whether new construction, completion, repair, or rehabilitation.
3. SDOs are required to accomplish the google forms for **items a and b** not later than **August 15, 2023** and the submission of Program of Works and Detailed Unit Price Analysis to the Education Facilities Division on or before **August 31, 2023**. Scanned copies of accomplished forms shall also be submitted. You may access the templates for form a and b through the link [bit.ly/LHInventoryformTemplate](https://bit.ly/LHInventoryformTemplate).



4. For queries and concerns, please coordinate with **Mr. Marlon G. Ompos**, Librarian II of the Bureau of Learning Resources (BLR)-Quality Assurance Division (QAD) at telephone numbers (02) 8631-9294/8634-1054 or email [marlon.g.ompoc@deped.gov.ph](mailto:marlon.g.ompoc@deped.gov.ph).  
copy furnished blr.od.gov.ph.

4. For information and immediate compliance.

  
**ESTELA P. LEON-CARINO EdD, GESO III**  
Director IV/Regional Director

Digitally signed  
by Carino Estela  
Leon

Date: 2023.08.10

15:29:03+08'00'



Republic of the Philippines  
**Department of Education**

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**JOINT MEMORANDUM**

TO : **REGIONAL DIRECTORS  
ASSISTANT REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **ARIZ DELSON ACAY D. CAWILAN**  
Director IV, Bureau of Learning Resources

**ANNABELLE R. PANGAN**  
Engineer V  
Chief, Education Facilities Division

SUBJECT : **REQUEST FOR INVENTORY OF THE LIBRARY HUB  
INFRASTRUCTURE STATUS**

DATE : **August 08, 2023**

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In the National Expenditure Program for CY 2024, a new line item was approved under the Basic Education Facilities Fund (BEF) of the Department of Education (DepEd). This is the Library Hub Project which is part of the MATATAG Agenda of the Vice President and Secretary as mentioned in the Basic Education Report (BER). The program aims to construct new library hubs and repair and rehabilitate existing ones.

In this connection, the Bureau of Learning Resources (BLR) and the Education Facilities Division (EFD) will facilitate the implementation of the project once approved in the General Appropriations Act (GAA) for CY 2024.

The Library Hub project is proposed to be constructed on the premises of the Schools Division Offices (SDOs) subject to the result of the validation of the Division Engineer and the Division Learning Resource (LR) Supervisors and through the recommendation of the Schools Division Superintendent (SDS).

In order for the BLR and EFD to determine the specific needs of each SDO, an inventory of this type of facility is necessary. Thus, the Division Engineer and the LR Supervisors are instructed as follows:

- a. For SDOs with existing Library Hubs, fill up the **Library Hub Inventory Google Form** as provided in this link <https://bit.ly/LHInventoryForm>
- b. For SDOs without existing Library Hub, fill up the **Site Appraisal Google Form** thru this link [bit.ly/LHSiteAppraisalForm](https://bit.ly/LHSiteAppraisalForm) indicating the necessary information and the feasibility of the proposed Library Hub

Building has available space for construction (See Annex A for the copy of the approved designs for the library hub)

- c. In case there is no buildable space in the SDO, recommend the nearest school where the library hub can be constructed. The Division Engineer shall check against the Comprehensive School Facilities Development Plan if the future plans for the construction of school buildings in the selected school will not be compromised by the construction of the library hub given the available buildable space.
- d. The Division Engineer shall finalize the Program of Works and Detailed Unit Price Analysis for the proposed library hub project based on the result of its assessment – whether construction, completion, repair, or rehabilitation.

Scanned hard copies of the accomplished forms will be requested from your office. You may access the a and b form templates through the link [bit.ly/LHInventoryFormTemplate](http://bit.ly/LHInventoryFormTemplate).

The SDOs are requested to complete the submission of items a and b on or before **August 15, 2023** while the deadline set for the submission of the Program of Works and Detailed Unit Price Analysis to the EFD shall be on or before **August 31, 2023**.

For queries and concerns, please coordinate with **Marlon G. Ompoc**, Librarian II of the Bureau of Learning Resources (BLR)-Quality Assurance Division (QAD) at telephone numbers (02) 8631-9294/8634-1054 or email [lrqad@deped.gov.ph](mailto:lrqad@deped.gov.ph) copy furnished [blr.od.gov.ph](http://blr.od.gov.ph).

For your appropriate action and guidance.

Cc. **Atty. Revese A. Escobedo**  
*Undersecretary for Operations*



## SITE APPRAISAL FORM

Division:

Region:

Address:

No. Street Baranggay City/Municipality Province

### I. SITE INFORMATION

Proposed site is within SDO compound  Yes  No

If No, Specify Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Site Ownership:  Titled under the name of  Contract of Usufruct  Deed of Donation  Tax Declaration  
 DepED  Private/Others  With conditions  Absolute  DepED  
 LGU  Perpetual Use  With Condition  LGU  
 Deed of Sale  Presidential Proclamation  Others/ specify: \_\_\_\_\_

Location:  Urban  Low land  Island  Coastal  Others/ specify: \_\_\_\_\_  
 Rural  High land/Up land w/ about \_\_\_\_\_ km boat ride from the mainland

Distance to nearest public school: \_\_\_\_\_ (m/km)

Distance to nearest private school: \_\_\_\_\_ (m/km)

Name of nearest public school: \_\_\_\_\_

Name of nearest private school: \_\_\_\_\_

Topography:  Level/ Flat  Sloping  Rolling  Others/ specify: \_\_\_\_\_ w/ cut & fill works (\_\_\_\_m)/ needs site improvement

Flood Level: \_\_\_\_\_ (m) Often utilized as Evacuation Center during Disaster/Emergencies  Yes  No

Soil Condition:  Rocky  Sandy  Clayey  Others/ specify: \_\_\_\_\_

Power Supply:  NPC Line  Cooperative  Generator  Others/ \_\_\_\_\_

Water Supply:  Potable (drinking)  Local Water District  Spring  Others/ specify: \_\_\_\_\_

Distance from Tapping Point: \_\_\_\_\_ (m)

Not Potable  Deepwell  Shallow well  
 \_\_\_\_\_ Depth: \_\_\_\_\_ (m) \_\_\_\_\_ Depth: \_\_\_\_\_ (m)

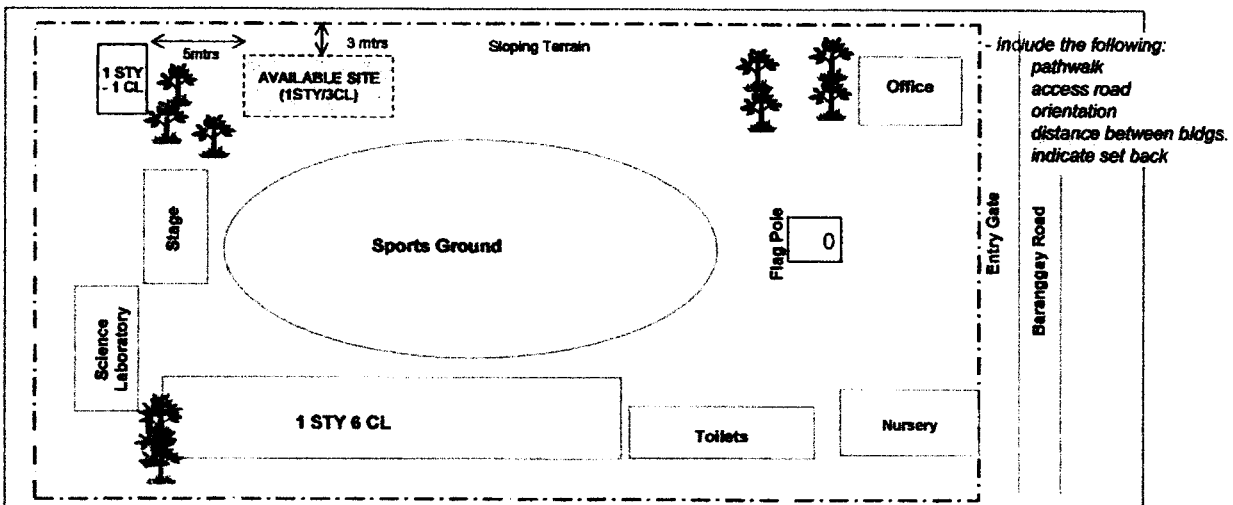
Access:  Cemented \_\_\_\_\_ km.  Asphalt \_\_\_\_\_ km.  Gravel bed \_\_\_\_\_ km.  Rough \_\_\_\_\_ km.  
 Hiking \_\_\_\_\_ km.  Others/ specify: \_\_\_\_\_  By boat \_\_\_\_\_ km.

Material Source: Distance from the school site: \_\_\_\_\_

### II. SITE DEVELOPMENT PLAN

Total lot area: \_\_\_\_\_ (sq mtr./hectare)

Proposed total buildable space for construction: \_\_\_\_\_ sq/mtr.



\*To include the locations of proposed Electrical and Water Supply lay-out

**B. AVAILABLE SPACE FOR CONSTRUCTION**

*(For this section, locations of the available space for construction (if any) should be reflected in the Site Development Plan)*

No. of Units (Building)	Type of Building	Building footprint can be accommodated in the available space?*				Remarks (Additional Site Information e.g. Embankment, Slope Protection, Hauling etc.)
		Yes	Yes, but with demolition	Yes, but with design modification	No	

\* If the site will require demolition of an old or condemnable structure, specify in the remarks column the type and number of buildings and classrooms to be demolished. If the site will require some modifications in the design, specify in the remarks column the particular modifications to be made in the design of the building.

**Additional Remarks (if any):**


Appraised by:

Noted:

\_\_\_\_\_  
DepEd Engineer

\_\_\_\_\_  
School Head/ Principal/Teacher-in-charge

\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
LR Supervisor

\_\_\_\_\_  
Schools Division Superintendent



**Department of Education  
Library Hub Inventory Form  
(as of August, 2023)**

<b>Region :</b>	<b>Division Address:</b>	
<b>Division :</b>	<b>Division Contact No.:</b>	

**Table 1. Summary of Existing Building/Structure**

Building/ Structure Number	Fund Source/s	Number of Storeys	Year Constructed	Building/Structure Condition	Have undergone major repair for the last 5 years (Yes/No)	Operation Status/ Current Usage	Building/Structure Dimension (In Meters) <sup>10</sup>		Location if outside the SDO compound	Issues and Concerns
							Width	Length		

II. Photo Documentation  
Attach atleast 3 photos of the facility

Prepared by:	Certified True and Correct	Validated by:	Noted by:
..... Division Property Custodian/Suppy Officer	..... Division LR Supervisor	..... Division Engineer	..... Schools Division Superintendent



PERSPECTIVE

TABLE OF CONTENTS

ARCHITECTURAL

- A-1 TABLE OF CONTENTS  
PERSPECTIVE
- A-2 FLOOR PLAN  
REFLECTED GRADING PLAN  
ROOF PLAN
- A-3 FRONT ELEVATION  
REAR ELEVATION  
LEFT & RIGHT ELEVATION
- A-4 RAMP DETAIL  
TOILET DETAIL  
CROSS SECTION  
LONGITUDINAL SECTION
- A-5 DOORS AND WINDOWS SCHEDULE

STRUCTURAL

- S-1 GENERAL CONSTRUCTION NOTES
- S-2 GENERAL CONSTRUCTION NOTES
- S-3 FOUNDATION PLAN  
COLUMNS  
FOOTING, BEAMS & FOOTING DETAILS
- S-4 ROOF BEAM DETAILS  
END WALL DETAIL  
STAIR ON RILL  
RAMP & NO GUTTER DETAILS
- S-5 ROOF FRAMING PLAN  
DETAIL, ELEVATION OF TRUSS  
SCHEDULE OF MEMBERS AND YIELDS  
REFERENCE FIELD DETAIL

PLUMBING

- P-1 FLOOR PLAN (SEWER LINE & DRAINAGE LINE LAYOUT)
- P-2 ROOF PLAN (DRAINAGE LAYOUT)
- P-3 ISOMETRIC DIAGRAM (SEWER & DRAINAGE LAYOUT)  
(WATER LINE LAYOUT)
- P-4 SCHEDULE OF SLAB REINFORCEMENT  
DETAIL OF CATCH BASIN  
DETAIL OF SEPTIC VAULT  
DETAIL OF SEPTIC VAULT (WITH REINFORCING BARS)

ELECTRICAL

- E-1 LIGHTING LAYOUT  
POWER LAYOUT
- E-2 GENERAL NOTES  
ELECTRICAL SYMBOLS  
ELECTRICAL RISE/DIAGRAM  
SCHEDULE OF LOADS AND COMPUTATIONS  
SCHEDULE OF LIGHTING FIXTURES AND LAMPS

REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY/MUNICIPAL  
ENGINEER/BUILDING OFFICIAL

DISTRICT/CITY/MUNICIPALITY  
LAND USE & ZONING

LINE & GRADE

ARCHITECTURAL

STRUCTURAL

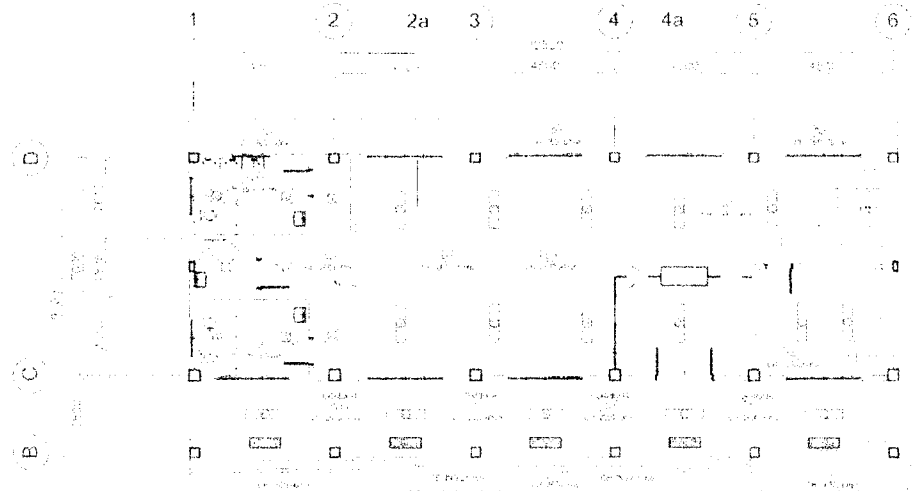
SANITARY

ELECTRICAL

MECHANICAL

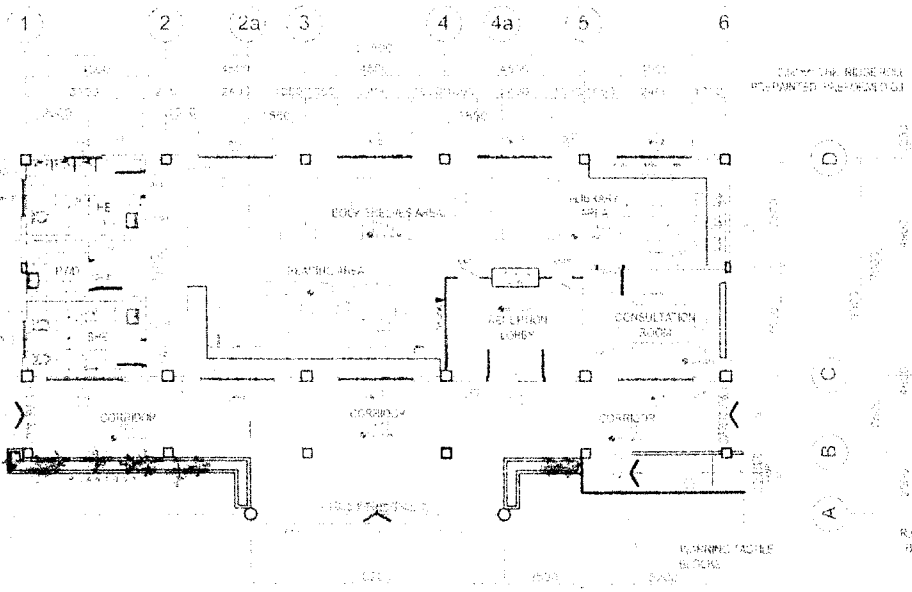
<p>REPUBLIC OF THE PHILIPPINES DEPARTMENT OF EDUCATION FACILITIES DIVISION MERRALCO AVENUE, PASIG CITY</p>	<p>DESIGNED BY: JUNEDSON P. CULADO DepED-170</p>	<p>CHECKED BY: JET ALVARADO S. SERRANO DepED-170</p>	<p>RECOMMENDING APPROVAL: ANABELLE M. SERRANO DepED</p>	<p>RECOMMENDING APPROVAL: ARIZ DELSON ACAY D. CAVILAN DepED-170</p>	<p>APPROVED BY: ERMAULO V. DELSIN III DepED-170</p>	<p>APPROVED BY: GMA D. GARCIA DepED-170</p>	<p>PROJECT TITLE: PROPOSED LIBRARY HUB BUILDING</p>	<p>PROJECT CODE:</p>	<p>DIVISION: DEPARTMENT OF EDUCATION DepED</p>	<p>SHEET NO: A-1 5</p>
	<p>LOCATION:</p>								<p>SHEET CONTENTS: - PERSPECTIVE - TABLE OF CONTENTS</p>	





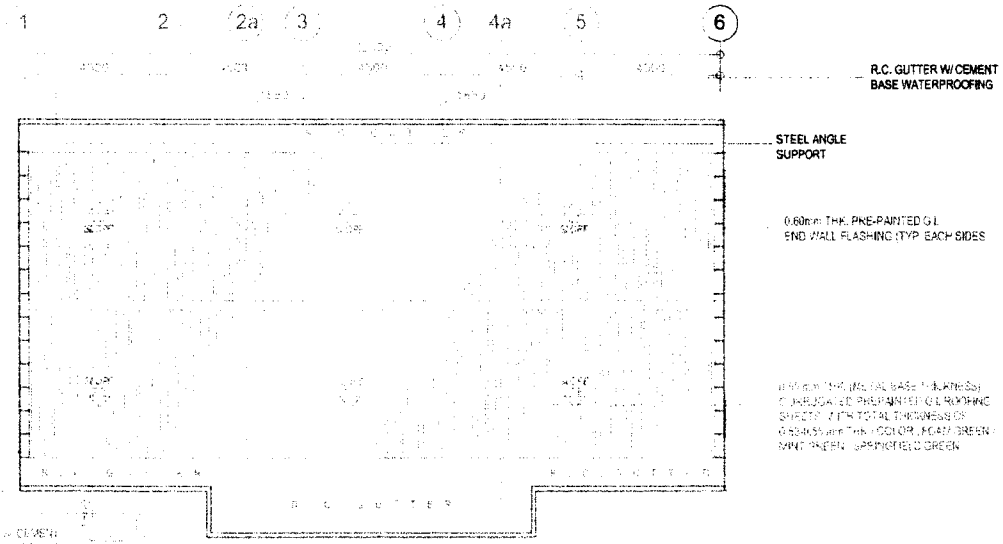
REFLECTED CEILING PLAN

A2 1/20



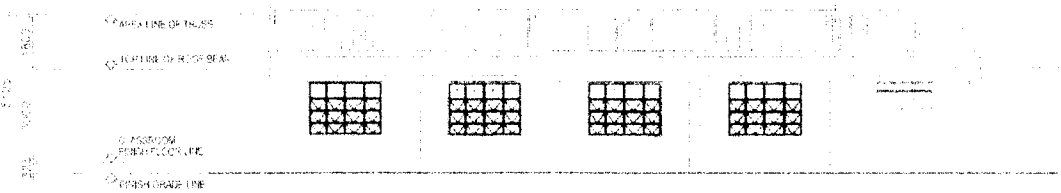
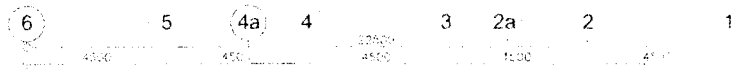
GROUND FLOOR PLAN

A2 1/20



ROOF PLAN

A2 1/20



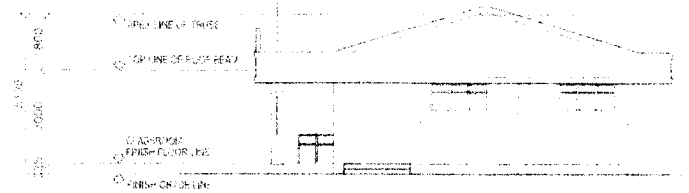
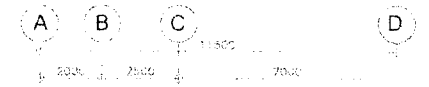
2 REAR ELEVATION  
A-3 SCALE 1:100M

0.6mm THK. RIDGE ROLL  
PREPARED, PREFORMED G.I.

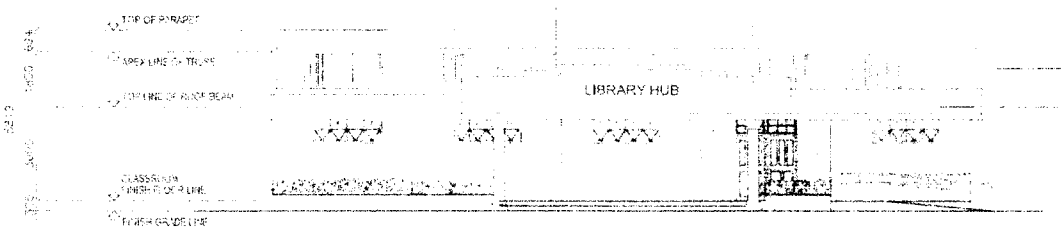
0.6mm THK. PREPARED G.I.  
END WALL FLASHING (TYP. EACH SIDES)

0.5mm THK. (METAL BASE THICKNESS)  
CORRUGATED PREPARED G.I. ROOFING  
SHEETS WITH TOTAL THICKNESS OF  
0.33mm THK. COLOR: FOAM GREEN  
MINT GREEN - SPRINGFIELD GREEN

R.C. GUTTER W/ CEMENT  
BASE WATERPROOFING



3 RIGHT SIDE ELEVATION  
A-3 SCALE 1:100M



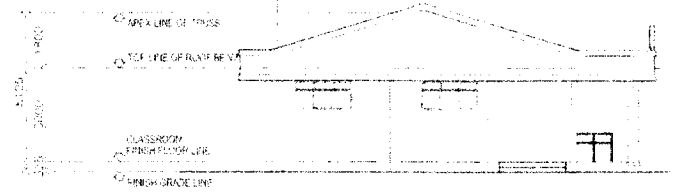
1 FRONT ELEVATION  
A-3 SCALE 1:100M

0.6mm THK. RIDGE ROLL  
PREPARED, PREFORMED G.I.

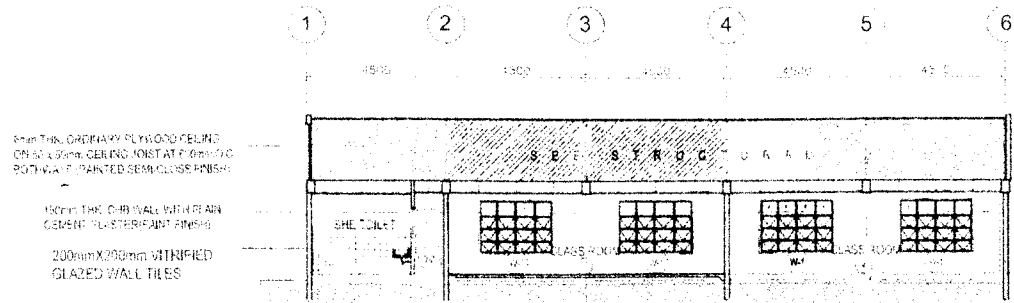
0.6mm THK. PREPARED G.I.  
END WALL FLASHING (TYP. EACH SIDES)

0.5mm THK. (METAL BASE THICKNESS)  
CORRUGATED PREPARED G.I. ROOFING  
SHEETS WITH TOTAL THICKNESS OF  
0.33mm THK. COLOR: FOAM GREEN  
MINT GREEN - SPRINGFIELD GREEN

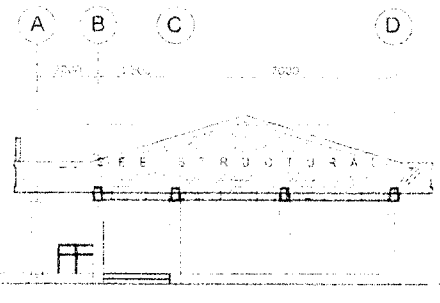
R.C. GUTTER W/ CEMENT  
BASE WATERPROOFING



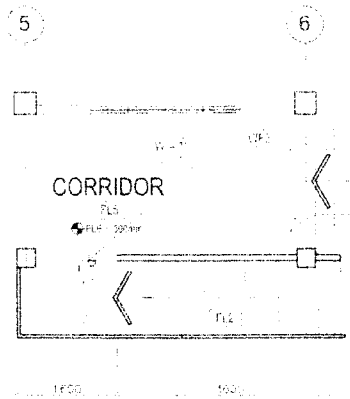
4 RIGHT SIDE ELEVATION  
A-3 SCALE 1:100M



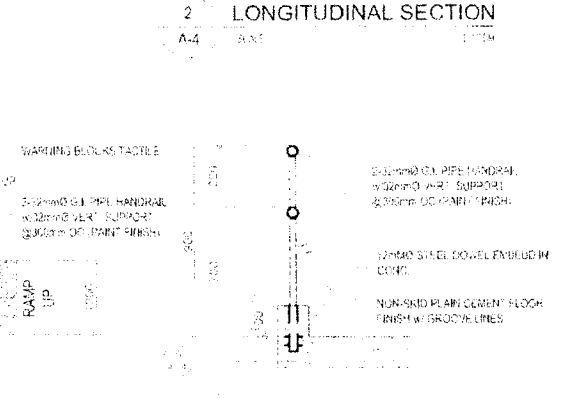
2 LONGITUDINAL SECTION  
A-4 SCALE 1:10M



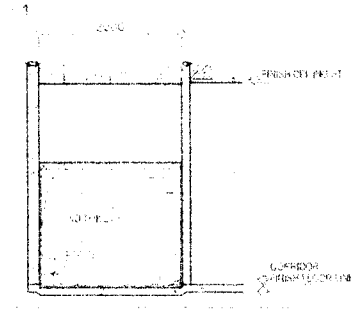
3 CROSS SECTION  
A-4 SCALE 1:10M



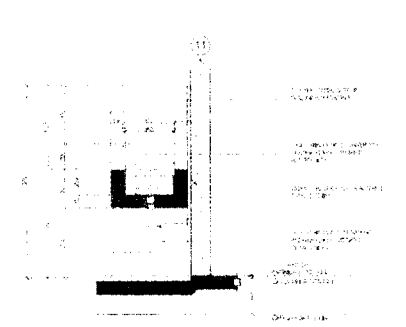
PLAN OF RAMP



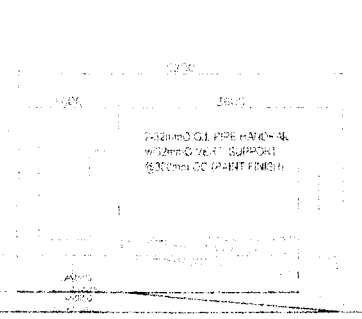
4 DETAIL SECTION  
A-4 SCALE 1:10M



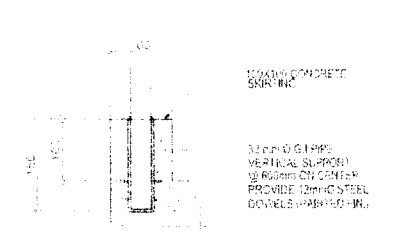
5 SECTION - 4 (PWD TOILET, CORRIDOR)  
A-6 SCALE 1:10M



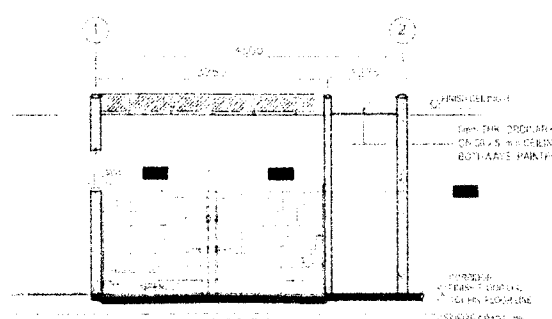
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A-6 SCALE 1:5M



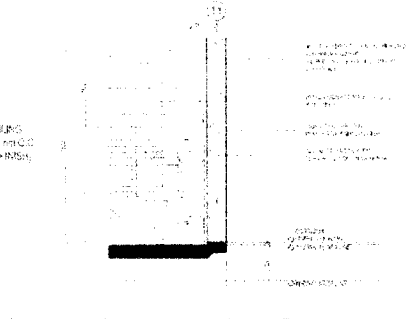
1 DETAIL ELEVATION OF RAMP  
A-4 SCALE 1:10M



5 SPOT DETAIL  
A-4 SCALE 1:5M



5 SECTION - 5 (PWD TOILET)  
A-6 SCALE 1:10M

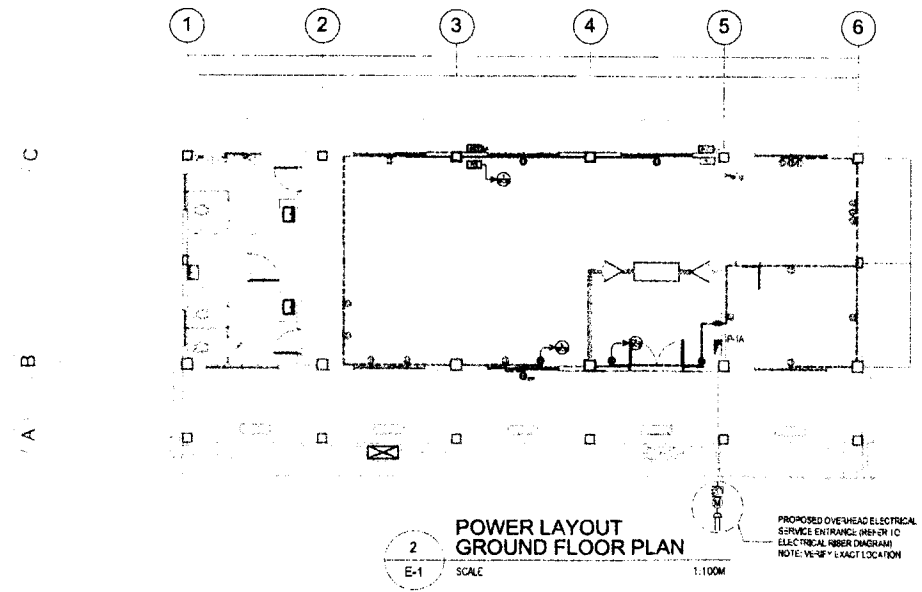
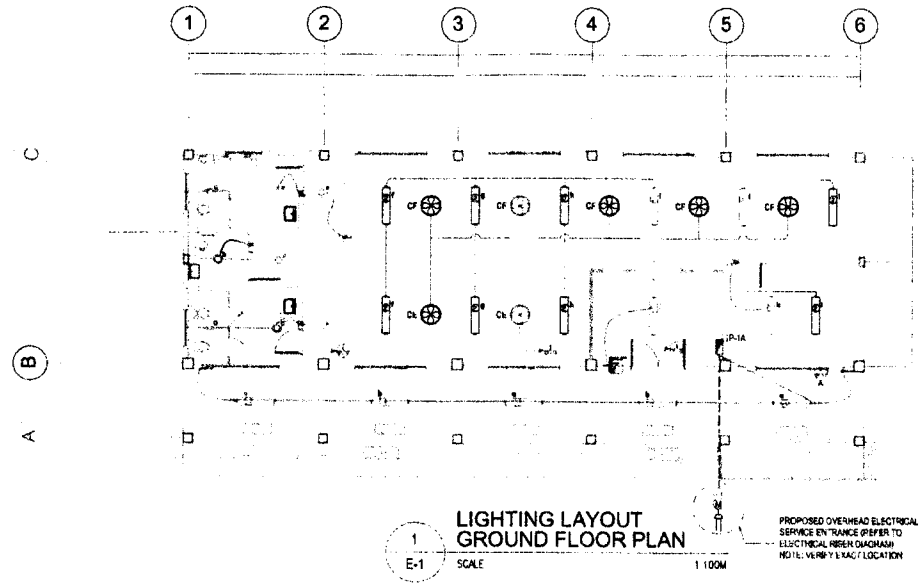


5 BLOW-UP DETAIL - 3 (PWD TOILET)  
A-6 SCALE 1:10M

<p>CLASSROOM FLOOR LINE</p>	<p>TAG NO. <b>D-1</b></p> <p>DESCRIPTION KD &amp; TERMITE TREATED PANEL DOOR (SWING TYPE) W/ FIXED GLASS TRANSOM ABOVE ON 50 x 150mm WOODEN/ STEEL JAMBS/ FRAMES w/ LEVER TYPE DOOR KNOB</p> <p>LOCATION: CLASSROOMS</p>	<p>TAG NO. <b>D-2</b></p> <p>DESCRIPTION KD &amp; TERMITE TREATED PANEL DOOR (SWING TYPE) W/ FIXED GLASS TRANSOM ABOVE ON 50 x 150mm WOODEN/ STEEL JAMBS/ FRAMES w/ LEVER TYPE DOOR KNOB</p> <p>LOCATION: CONSULTANT ROOM</p> <p>GROUND/CORRIDOR FLOOR LINE</p>	<p>TAG NO. <b>D-3</b></p> <p>DESCRIPTION HOLLOW CORE FLUSH TYPE SWING DOOR ON 60 x 150mm WOODEN/ STEEL JAMB w/ MARINE PLYWOOD (TWO FACE) COMPLETE w/ HARDWARE AND ACCESSORIES PROVIDE KICK PLATE w/ LEVER TYPE DOOR KNOB</p> <p>LOCATION: PWD TOILETS</p> <p>TOILET FLOOR LINE</p>	<p>TAG NO. <b>D-4</b></p> <p>DESCRIPTION BAR DOOR (SWING TYPE) ON 50 x 150mm WOODEN/ STEEL DOOR JAMBS/ FRAMES w/ MARINE PLYWOOD (TWO FACE) COMPLETE w/ HARDWARE &amp; ACCESSORIES w/ DOOR BOLT</p> <p>LOCATION: HE/SHE TOILETS</p>
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<p>CLASSROOM FLOOR LINE</p>	<p>TAG NO. <b>W-1</b></p> <p>DESCRIPTION AWNING WINDOW W/ 6mm THK. CLEAR GLASS PANE ON .8mm ANALOK FRAME &amp; w/ FIXED GLASS TRANSOM ABOVE</p> <p>LOCATION: CLASSROOMS</p>	<p>CLASSROOM FLOOR LINE</p>	<p>TAG NO. <b>W-2</b></p> <p>DESCRIPTION AWNING WINDOW W/ 6mm THK. CLEAR GLASS PANE ON .8mm ANALOK FRAME &amp; w/ FIXED GLASS TRANSOM ABOVE</p> <p>LOCATION: CLASSROOMS</p>	<p>TOILET FLOOR LINE</p>	<p>TAG NO. <b>W-3</b></p> <p>DESCRIPTION AWNING WINDOW W/ 6mm THK. CLEAR GLASS PANE ON .8mm ANALOK FRAME &amp; w/ FIXED GLASS TRANSOM ABOVE</p> <p>LOCATION: TOILETS</p>
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1  
A-5  
**DOORS AND WINDOWS SCHEDULE**



LIGHTINGS SPECIFICATION :	
	-7-28W LEDT5 (IP40),(1200mm) RECESSED-MOUNTED, COB, 5000K-6000K, DAY LIGHT AC 85V – 265V 50/60 Hz (MIRRORIZED REFLECTOR EGGCRATE)
	-1-28W LED T5 (IP40),(1200mm) RECESSED-MOUNTED, COB, 5000K-6000K, DAY LIGHT AC 85V – 265V 50/60 Hz (MIRRORIZED REFLECTOR EGGCRATE)
	-18W LED DOWNLIGHT (IP40),RECESSED-MOUNTED, COB, 2700-3500K WARM LIGHT AC 85V – 265V 50/60 Hz