



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

06 October 2023

REGIONAL MEMORANDUM

No. 588-2023

**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

1. 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.
2. 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.
4. 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.lrmads@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:


RONALD B. CASTILLO, CESO V
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 Committees. -Approves and signs the consolidated Priority List. -Endorses 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 complete. -Recommends 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) 6 Representative of the Division Fed. Of PTA, Facul	-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 lists and other supporting documents. -Consolidate 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 documents. -Provide technical assistance in the preparation of the allocation lists. -Perform other duties assigned to them.

Composition of SLR Committee for Library Hub

Composition	Responsible Person	Roles
Chairperson	EPS - LRMS	<ul style="list-style-type: none"> -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 activities. -Signs the final Priority List based on the recommendation of the committee to be endorsed to the Division SLR Management Team for approval.
Vice-chairperson	PSDS designated by the SDS preferably a reading specialist	<ul style="list-style-type: none"> -Checks if the Priority List is properly accomplished. -Ensures that the needed documents are complete. -Endorses the accomplished Priority List to the Chairperson for signing.
Regular Members	<ol style="list-style-type: none"> 1. EPS – in charge of Reading 2. EPS in charge of Math 3. EPS learning area concerned 4. Division Librarian 5. Division LREs (if available, at most five) 	<ul style="list-style-type: none"> -Conduct market scoping to acquire information on Supplementary Learning Resources (SLRs) -Thoroughly identify SLRs and checks whether they: <ol 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; and, c) support identified programs, projects, 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-Chairperson for checking.