



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

July 28, 2025

DIVISION MEMORANDUM

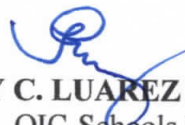
NO. 487, s 2025

**THE CONDUCT OF RETRIEVAL AND BOOK MOBILE DELIVERY FOR LIBRARY
HUB SUPPLEMENTARY READING RESOURCES**

TO: Assistant Schools Division Superintendents
Chiefs, CID
Education Program Supervisors
Public Schools District Supervisors/Acting PSDSs
Elementary and Secondary School Principals/Administrators
Designated Library Hub Librarian/In-charge of Dauis, Loon South, Jagna, Balilihan, and
Trinidad Districts.
District AO/Property Custodians

1. This office through the Curriculum Implementation Division and Learning Resource Management Section, announces the conduct of Retrieval and Book Mobile Delivery for Library Hub resources to the 58 districts of Bohol Division. The goals of this program are as follows:
 - a. retrieves the district's existing library hub resources.
 - b. distributes variety of library hub reading materials to districts/schools.
 - c. improves reading activities that reduce the percentage of non-readers while enhancing students' comprehension, communication, and listening skills.
2. Designated Library Hub Librarian/In-charge shall prepare the following:
 - a. books in bins ready for distribution
 - b. book borrowers slip
3. Division delivery team shall pick up the books from library hub and distribute to the district offices based on the given schedule (see attached schedule).
4. Relative to the retrieval of existing library hub books in the district level, District AO's/Property Custodian shall retrieve the existing library hub books together with the Borrower Slips and Accomplished Assessment Tool from school.

5. School heads/administrators are advised to facilitate the accounting of library hub books in their respective schools.
6. Division Retrieval and Delivery team is composed of the following:
 - a. LRMS EPSvr
 - b. Division Librarian II
 - c. PDO I/ADA VI
 - d. LRMS ADA I
 - e. SDO Male Personnel
 - f. SDO Driver
7. PSDS and Acting PSDS shall receive the library hub books and likewise facilitate in the distribution of these materials in coordination with the school heads/administrators in the district.
8. The library hub books shall be retained in the district for a period of one school year and be circulated within the district to ensure maximum utilization.
9. Transportation expenses incurred during the getting and returning of library hub books from the district office to the schools shall be charged against School MOOE/Local fund, while transportation expenses incurred by the delivery team shall be charged against Division MOOE/Local funds subject to the usual COA auditing rules and regulations.
10. Immediate dissemination and compliance of the Memorandum is enjoined.



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LIBRARY HUB BOOK MOBILE ACTIVITY SCHEDULE

LIBRARY HUB	CLUSTER DISTRICT	DELIVERY DATE
Dauis Library Hub	Dauis	August 5, 2025
	Panglao	
	Baclayon	
	Corella	August 6, 2025
	Albur	
	Loay	
	Loboc	August 7, 2025
	Sevilla	
	Carmen 1	August 12, 2025
	Carmen 2	
	Carmen 3	
	Bilar	August 13, 2025
	Batuan	
Loon South Library Hub	Loon South	August 14, 2025
	Loon North	
	Maribojoc	
	Calape	August 19, 2025
	Tubigon West	
	Tubigon East	
	Clarin	August 20, 2025
	Inabanga North	
	Inabanga South	
	Buenavista 1	August 22, 2025
	Buenavista 2	
Jagna Library Hub	Dimiao	August 26, 2025
	Lila	
	Garcia	August 27, 2025
	Valencia	
	Duero	August 28, 2025
	Jagna	
	Guindulman	September 2, 2025
	Candijay	
	Anda	September 3, 2025

	Mabini	September 4, 2025
	Alicia	
	Sierra Bullones	
	Pilar	
Trinidad 1 Library Hub	Trinidad 1	September 10, 2025
	Trinidad 2	
	San Miguel	September 11, 2025
	Dagohoy	
	Talibon 1	September 16, 2025
	Talibon 2	
	Getafe 1	September 17, 2025
	Getafe 2	
	Bien Unido	September 18, 2025
	Ubay 1	September 23, 2025
	Ubay 2	
	Ubay 3	
	Pres. CPG	September 24, 2025
Balilihan Library Hub	Balilihan	September 25, 2025
	Cortes	
	Antequera	September 30, 2025
	San Isidro	
	Danao	October 1, 2025
	Sagbayan	
	Catigbian	October 2, 2025
	Sikatuna	

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