



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

DIVISION MEMORANDUM

No. 102 s. 2022

To: Chiefs, SGOD and CID
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary SLRC Librarians

From: **MARIZA S. MAGAN, EdD., CESO V**
Schools Division Superintendent

Subject: **Registration of School Learning Resource Center (SLRC) Librarians**

Date: February 24, 2022

1. To ensure the delivery of services of School Learning Resource Center (SLRC) Librarian in the Elementary and Secondary Schools, this Division through the Curriculum Implementation Division - Learning Resource Management Section will be having a registration of all School Learning Resource Center (SLRC) Librarian.
2. All School Teacher Librarian designated or permanent are required to submit to the Division Librarian at the Library Hub on or before March 8, 2022 the following requirements;
 - a. Duly accomplished Library Hub Form No. 04-A (*please see enclosure no. 1*)
 - b. Special Order signed by the School Head, for teacher librarian designate and a xerox copy of appointment for Licensed Librarian.
 - c. Xerox of PRC ID, and;
 - d. One (1) copy passport size ID picture
3. School Heads are requested to direct their School Librarian or Teacher Librarian designate to comply on or before the schedule to consolidate and do the inventory report of SLRC
4. Immediate dissemination and strict compliance with this memorandum is highly desired.



RELEASED
Date: 3/1/22
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