



Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

MAY 22 2025

DM No.: 258 s. 2025

TO: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **CREATION OF DIVISION SLR MANAGEMENT TEAM AND
SLR COMMITTEES**

DATE: **May 19, 2025**

PARTICULARS

1. The Department of Education (DepEd) issues DepEd Order No. 24 s. 2023 on the Guidelines on the Provision of Supplementary Learning Resources (SLRs) for Public School Libraries and Library Hubs to ensure the provision of SLRs for use in basic education schools.
2. Through the said Order, DepEd sets standards in the provision of SLRs which shall augment the available text-based learning resource for public school libraries and library hubs and help learners master the skills, knowledge, and experiences needed for lifelong learning.
3. For the smooth implementation of the guidelines, the Schools Division Superintendent shall create the Division SLR Management Team which shall provide technical assistance for the School SLR Committee for the School Library and the Division SLR Committee for the library hub.
4. The Management Team shall also facilitate the verification process on the priority lists submitted for school libraries or library hubs. It shall verify the parameters used in the identification process. The following table shows the composition of the Division SLR Management Team.



Address : Tanqui, City of San Fernando
2500 La Union
Tel. No. : (072) 607-4715
Email : sanfernando.city1@deped.gov.ph

"Sa Matatag na Panuntunan, Serbisyong Tapat Maaasahan"

Document Code: _____
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DIVISION SLR MANAGEMENT TEAM

Designation	Responsible Person
Chairperson	Schools Division Superintendent
Vice-Chairperson	Chief, Curriculum Implementation Division (CID)
Regular Members	<ol style="list-style-type: none"> 1. Learning Resources Management Section (LRMS) Supervisor 2. Division Librarian or in the absence thereof, Division Personnel In-charge 3. Learning Area Education Program Supervisor 4. Division ALS Focal Person 5. Public Schools District Supervisor (in-charge of monitoring LR's) 6. Representative of the Division Federation of Parents Teachers and Community Association
Secretariat	<ol style="list-style-type: none"> 1. CID Administrative Assistant/s 2. IT Personnel 3. Project Development Officers (PDO) of LRMS 4. Other assigned SDO personnel (1 or more as needed)

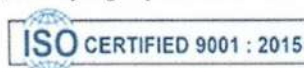
5. The SDS shall constitute the Division SLR Committee for the library hub, the School Head shall create the School SLR Committee, too. The School SLR Committee shall have the primary responsibility to identify the titles of SLRs for procurement. The Division SLR Committee, on the other hand, shall have the primary responsibility to identify the titles of SLRs for the library hub. The following table shows the composition of the SLR Committee for the school library and library hub.



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DIVISION AND SCHOOL SLR COMMITTEE

Designation	Responsible Person	
	School SLR Committee for School Library	Division SLR Committee for Library Hub
Chairperson	School Head/Teacher-In-Charge	Learning Resources Management Section (LRMS) Supervisor
Vice-Chairperson	Assistant Principal or in the absence thereof, a Head Teacher/Master Teacher or the most senior teacher by experience	Public Schools District Supervisor (PSDS) designated by the SDS preferably a reading specialist
Regular Members	<ol style="list-style-type: none"> 1. Reading Coordinator 2. Mathematics Coordinator 3. A Head Teacher 4. A Master Teacher or 5. Teachers designated as Department Head or Subject Area Coordinator <p><i>(Regular members should not exceed 5.)</i></p> <p>NOTE: A non-teaching personnel can be designated to provide support to the Committee as to its role and responsibility in the identification and evaluation of SLRs.</p>	<ol style="list-style-type: none"> 1. Education Program Supervisor In-Charge of Reading 2. Education Program Supervisor In-Charge of Mathematics 3. Learning Area Education Program Supervisor concerned 4. Division Librarian/ Librarian In-Charge 5. Division personnel who are Learning Resource Evaluators <i>(if available at most five)</i>

6. School Heads shall submit their School SLR Committee to this link <https://tinyurl.com/schoolSLRcommittee2025> on or before May 30, 2025.
7. For information, guidance, and compliance.

SHEILA MARIE A. PRIMICIAS, CESO VI
Schools Division Superintendent

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