



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

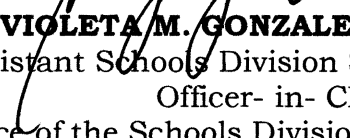
MEMORANDUM

No. 247, s. 2026

SDO LIBRARY HUB BOOKMOBILE FOR SY 2026-2027 (YEAR 9) MECHANICS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, Schools Governance and Operations Division
All Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Learning Resources Management Section (LRMS) informs the field of the modified mechanics of the conduct of the SDO Library Bookmobile (Year 9) for School Year 2026-2027.
2. The modified mechanics is designed to serve both the elementary and secondary schools. The school LR Focal Persons / school librarian is expected to closely coordinate with the Division Librarian, Ms. Cecilia A. Ilarde for the requests for bins of supplementary reading materials (big books and storybooks). The request may be made year-round (as needed by the school).
3. The scheme also ensures that there is **“no duplication”** of titles of reading materials delivered to the schools for the reading nooks and for the school Learning Resource Center (LRC).
4. Immediate dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: None

To be indicated in the Perpetual Index

LEARNING RESOURCES SCHOOLS LEARNERS TEACHERS

GUU/ NM: SDO LIBRARY HUB BOOKMOBILE FOR SY 2026-2027 (YEAR 9) MECHANICS

247 /June 9, 2026

NUM-2026-247



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SDO LIBRARY HUB BOOKMOBILE FOR SY 2026-2027 (YEAR 9) MECHANICS

1. The school LR Focal Person and/or school LRC in-charge shall inform the Division Librarian of the number of titles of big books or storybooks needed. The title of the available big books and storybooks may be accessed through the SDO LR Portal. The request of the school should be made at least 5 days in advance; this is to give ample time for the LRMS to prepare the bins for delivery to the school.
2. The school LR Focal Person/ school LRC in-charge shall record the distribution of the copies of storybooks / big books to the teachers who need additional reading materials for the reading activities of the learners (in the classroom or for home reading).
3. The reading materials requested by the school may stay for a period (maximum) of 20 weeks. A new set of titles may be requested after 20 weeks. The return of the borrowed reading materials shall be closely coordinated with Ms. Ilarde. Once the bins are ready/ accounted, they shall be picked up from the school.
4. For Secondary schools, the bins of borrowed storybooks may be placed in the school LRC for the reading activity of the learners. The teachers may borrow these reading materials from the school LRC for their reading intervention activity in the classroom or at the school LRC.
5. The school LR Person/ school LRC in-charge shall be the lead person in seeing to it that all borrowed titles, reading materials are returned on time. Teachers are expected to explain to the learners how to show proper care to the reading materials borrowed.