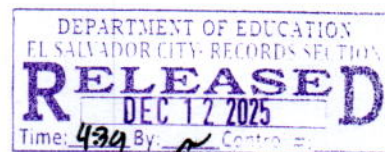




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



December 12, 2025

DIVISION MEMORANDUM

NO. 461, s. 2025

**SUBMISSION OF MEANS OF VERIFICATION (MOV)s ON THE UTILIZATION OF
LIBRARY HUB SUPPLEMENTARY LEARNING RESOURCES (SLRs)**

To: All Public Elementary and Secondary School Heads
School Library In-Charge/School Librarian
School Reading Coordinators
Administrative Officer II
All Others Concerned

1. In line with the Department of Education's mandate to ensure the effective distribution, utilization, and monitoring of learning resources delivered by the Learning Resource personnel in all public schools, this Office is requiring the **Submission of Means of Verification (MOV)s on the Utilization of Library Hub Supplementary Learning Resources (SLRs)** for the Calendar Year January-December 2025.

2. The required MOVs shall include, but are not limited to, the following


- a. photo documentation - pictures of learners reading, using the SLRs with a brief description;
- b. borrower's forms/- scan borrower's forms showing circulation and usage of SLRs by learners and teachers;
- c. reading Logbook/Library Logbook – pages showing date borrowed, name, of learner/teacher, title of the book, grade level and section, signature, number of copies borrowed, date returned, no. of copies returned, received by; and
- d. other supporting documents.
 - Teacher Utilization Reports – documentation of how SLRs were integrated in the teaching and learning activities
 - Summary of utilization reports
 - Program or activity documentation with the use of SLRs (reading sessions, remediation activities)

3. School Heads shall ensure the completeness, accuracy, and timely submission of the report. School librarian/School library in-charge, administrative officers are expected to provide technical support in the consolidation of required documents.



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4. The deadline for submission will be on or before December 19, 2025. Upload the pdf file (name of school_SLR-MOVS_2025) through this link <https://drive.google.com/drive/folders/11vWnKe0hohAdxDr7tdk0L4kE6HxbPyM?usp=sharing> and submit a hard copy to Margie R. Valmoria, EPS-LRMS.
5. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following Subjects:

SUPPLEMENTARY LEARNING RESOURCES
UTILIZATION

CID-egy