



Republic of the Philippines
Department of Education

REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Curriculum Implementation Division

February 12, 2020



Division Memorandum
No. 110, s. 2020

**STRENGTHENING THE UTILIZATION OF LEARNING RESOURCES IN THE
DIVISION LIBRARY HUB**

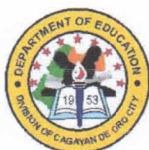
To:

All Public Schools District Supervisors
All Education Program Supervisors/ Learning Area Coordinators
All Concerned SGOD Personnel
All Public Elementary and Secondary School Heads
This Division

1. To promote and strengthen the reading habits among learners in all public elementary and secondary schools as well as all types of learning centers, all school heads are hereby directed to borrow the available learning resources in the division library hub situated in Lumbia Central School, Bulua National High School and Cugman Elementary School.
2. All school heads shall coordinate with the assigned Coordinator of the Library Hub as to the schedule and processes of borrowing and returning the learning resources. The library hub coordinators shall make strategic plans, processes and systems in managing the hub.
3. The school heads of Lumbia Central School, Bulua NHS and Cugman Elementary School are advised to facilitate the concerns of the Library Hub Coordinators to further accommodate other schools which in dire need of learning resources.
4. All school heads shall secure a Learning Resource Management Card (LRMC) card from the Library Hub Coordinators. All transactions of borrowing and returning of IMs/LRs shall be reflected in the said LRMC card. This card shall be checked per month by the division LRMC personnel.
5. Enclosed is the template for a **1-page and 4-paragraph report** using the **CERA model** (Context, Experience, Reaction, and Application) **upon return of the borrowed learning resources**. All these reports shall be submitted to the Library Hub Coordinators for reference.
6. For your information and strict compliance.

CHERRY MAE L. LIMBACO
Schools Division Superintendent

/jdp'20



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Enclosure 1 Report on the Utilization of Learning Resources

District Name: _____

Name of the School: _____

Date: _____

Context (these are the concepts or topics of the borrowed learning resources)

Experience (Emerging themes of Learners' Experiences of the borrowed learning resources)

Reaction (Emerging themes of Learners' reactions about her/his experience/s to the borrowed learning resources and relate it to a real-life situation)

Application (write on how, why and when to apply the topics or the lesson/s learned by the learners from the borrowed learning resources in their day-to-day activities and/or in real life situation)

Format: long size bond paper, single-spaced, arial, point 11; 1 page only; margins- 1.0 in. all sides



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Enclosure 2

2x2 ID

Republic of the Philippines
Department of Education
Division of Cagayan de Oro City
Fr. William F. Masterson SJ Avenue, Upper Balulang
Cagayan De Oro City

Learning Resource Management Center CARD

Borrower: _____	District: _____
Position: _____	School: _____
Contact Number: _____	

ITEM	DATE BORROWED	NO. OF COPIES	TITLE OF LEARNING RESOURCES	DUE DATE	SIGNATURE	REMARKS

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*Cherry Mae L. Limaco
Schools Division Superintendent*



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