



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

21 April 2026

DIVISION MEMORANDUM

No. 219, s. 2026

REACTIVATION AND OPERATIONALIZATION OF SCHOOL LIBRARY

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
PSDSs and PICDs
Librarian II & LRMS PDO II
Elementary & Secondary School Heads
Elementary & Secondary School Library Coordinator
All Others Concerned

1. In line with the Department's mandate to ensure access to quality learning resources, this School/Office issues this memorandum for the reactivation and operationalization of the School Library effective School Year (SY) 2026-2027.
2. This initiative is anchored on the following DepEd policies and laws:
 - **DepEd Order (DO) No. 56, s. 2011** – Standards for Philippine Libraries, which adopts minimum standards for functional school libraries nationwide to improve access, management, and collections.
 - **DECS Order No. 6, s. 1998** – Policies and Programs for School Library Development, mandating every public school to establish and maintain a functional library with adequate facilities and resources.
 - **DO No. 24, s. 2023** – Guidelines on the Provision of Supplementary Learning Resources (SLRs) for Public School Libraries and Library Hubs, emphasizing resource augmentation.
3. These policies ensure compliance with the Basic Education Development Plan and School Improvement Plan (SIP) requirements for functional libraries.
4. Hereunder are the objectives:
 - a. Reactivate the School Library as a functional hub supporting curriculum delivery, reading programs, and research.
 - b. Operationalize services per national standards for SY 2026-2027.
 - c. Designate personnel and allocate resources for sustained implementation.
5. In the absence of School Librarian, the school shall designate a School Library Coordinator exercising the duties hereunder:
 - Inventory and cataloging of resources.
 - Scheduling library use and user orientation.



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Effectivity	03.18.2026	Page	1 of 2





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- Procurement recommendations and maintenance reporting.
 - Monthly progress reports to the School Head
6. The School Library shall adhere to the attached **Standards for Operation of School Library** (adapted from DO 56, s. 2011 and updated guidelines). Key highlights:
- **Facilities:** Separate room (min. 72 sqm for 500 enrollment), open shelves, reading tables for 15-25% of enrollment, librarian's desk, chairs, catalog cabinets, and AV equipment.
 - **Collections:** Textbooks, SLRs, periodicals, dictionaries; min. standards based on enrollment (e.g., computers for 1:1000).
 - **Hours:** Open daily during school hours, plus extended for clubs/research.
 - **Users:** Prioritize students/teachers; borrowing policies per guidelines.
 - **Budget:** Allocate from MOOE/SIP; monitor via quarterly audits.
7. For any additional information, clarification, or inquiries, please coordinate with the Division Librarian II, Peter A. Alavanza.
8. For information, guidance, and compliance.


JAY S. MONTEALTO, CESO VI
Schools Division Superintendent

