



DIVISION MEMORANDUM

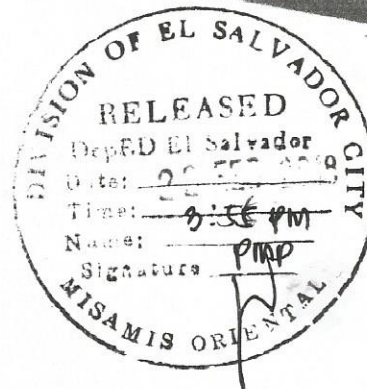
No. 62 s, 2018

To: PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS
This Division

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent *for*
Officer In-Charge

Subject: RETRIEVING OF SUPPLEMENTARY READING MATERIALS

Date: February 22, 2018



1. The field is hereby directed to return all overdue books borrowed from the Library Hub on or before March 30, 2018.
2. Lost reading materials shall be replaced with the same title. In no case shall replacements be made otherwise with the same subject.
3. Attached herewith are the list of books borrowed per school.
4. School Heads are advised to facilitate in returning the aforementioned materials for clearance (under LRMDS) purposes.
5. Immediate dissemination of this memorandum is desired.

Copies Furnished:
Person Concerned
Records Section-Office Memorandum

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