DIVISION MEMORANDUM
No. 172 s. 2019

Work Engagement of Schools Division Librarians in the Establishment of the Regional Library

To: Chief, Curriculum Implementation Division

Attention: Juvy A. Comaingking
Librarian II

1. In pursuance to an Unnumbered Regional Memorandum dated February 14, 2019, re: “Work Engagement of Schools Division Librarians in the Establishment of the Regional Library”, Mrs. Comaingking is hereby directed to report to LRMDC Office, DepEd Region XI, F. Torres St., Davao City, on February 26, 2019.

2. The activity aims to:
   a. Engage Schools Division Librarians in the Establishment of the Regional Library.

3. Food of the participants shall be charged against ROP Funds, while travelling expenses shall be charged against the local funds, all subject to the usual accounting and auditing rules and regulations.

WINNIE E. BATOON, Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent
MEMORANDUM

TO: Schools Division Superintendents

SUBJECT: WORK ENGAGEMENT OF SCHOOLS DIVISION LIBRARIANS IN THE ESTABLISHMENT OF THE REGIONAL LIBRARY

DATE: February 14, 2019

Relative to the mandate of the Curriculum and Learning Management Division (CLMD) on the full implementation of the articulated basic education curriculum, the Learning Resource Management and Development Center (LRMDC) will establish the Regional Library.

This Office directs the Schools Division Librarians to assist the LRMDC Staff in setting-up the library, to wit:

<table>
<thead>
<tr>
<th>Nature of Work</th>
<th>Schedule</th>
<th>Librarians Involved</th>
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</thead>
<tbody>
<tr>
<td>1. Cataloguing of published LRs in the LR Portal</td>
<td>Feb 20</td>
<td>Davao Occidental, Davao del Sur and Digos City Divisions</td>
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<td></td>
<td>Feb 21</td>
<td>Davao City (2) and Island Garden City of Samal Divisions</td>
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<tr>
<td>2. Cataloguing of LRs found in the Library</td>
<td>Feb 21</td>
<td>Panabo City, Davao del Norte and Tagum City Divisions</td>
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<td></td>
<td>Feb 22</td>
<td>Davao Oriental, Mati City and Compostela Valley Divisions</td>
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<td>3. Classify LRs for display</td>
<td>Feb 26</td>
<td>Davao Occidental, Davao del Sur and Digos City Divisions</td>
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<tr>
<td></td>
<td>Feb 27</td>
<td>Davao City (2) and Island Garden City of Samal Divisions</td>
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<td>4. Arrange the classified and catalogued LRs in the shelves</td>
<td>Feb 28</td>
<td>Panabo City, Davao del Norte, Tagum City, Davao Oriental, Mati City and Compostela Valley Divisions</td>
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</tbody>
</table>

Food of the SDO Librarians shall be charged against ROP Funds, while travelling expenses shall be charged against the local funds, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum to the concerned is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

ROC12/aca

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