DIVISION MEMORANDUM
No. 244, s. 2019

Final 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 March 4, 2019, re: "Final 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 March 6-8, 2019.

2. The activity aims to:
   a. Finalize the Accession and Cataloguing of the Regional Library Collections
   b. Make the Library Cards such as: Author, Title, and Subject Cards.

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.

4. For Guidance and Compliance

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

Ends: Unnumbered Regional Memorandum dated March 4, 2019
References: Unnumbered Regional Memorandum dated March 4, 2019
To be included in the Perpetual Index under the following subjects:
Curriculum
LRMDS
Final Work Engagement
Jac: Final Work Engagement of Schools Division Librarians in the Establishment of the Regional Library
Date: March 4, 2019

Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002 553-8396/553-8376/553-9170/553-6376 553-8396/553-8376 www.depeddigoscity.org digos.city@deped.gov.ph
MEMORANDUM

To: Schools Division Superintendents

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

Date: March 4, 2019

Pursuant to the deliverables of the Curriculum and Learning Management Division (CLMD) through the Learning Resource Management and Development Center (LRMDC), DepEd Regional Office XI has come up with the Regional Library.

To do the finishing touches in the establishment of the said Library, this Office directs the Schools Division Librarians to assist the LRMDC Staff, to wit:

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<tr>
<th>Nature of Work</th>
<th>Schedule</th>
<th>Librarians Involved</th>
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<tbody>
<tr>
<td>1. Final Accession and Cataloguing of Library Collections</td>
<td>March 6-8, 2019</td>
<td>Tagum City, Davao del Norte Panabo City, Island Garden City of Samal, Davao City (2), Davao Occidental, Davao del Sur, Digos City, Mati City, Compostela Valley and Davao Oriental</td>
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<td>2. Making of Library Cards</td>
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Food (snacks, lunch, and dinner) of the SDO Librarians shall be charged against ROP Funds, while travelling and other 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 IV
Regional Director