DIVISION MEMORANDUM
No. 242, s. 2019

Technical Assistance of the Schools Division Librarians in the Regional Library

To: Chief, Curriculum Implementation Division

Attention: Juvy A. Comaingking
Librarian II

1. In pursuance to an Unnumbered Regional Memorandum dated March 29, 2019, re: ‘Technical Assistance of the Schools Division Librarians in the Regional Library’, Mrs. Comaingking is hereby directed to report to LRMDC Office, DepEd Region XI, F. Torres St., Davao City, on April 2-3, 2019.

2. The activity aims to:
   a. To do the mechanical and technical processing of the collections of Regional Library
   b. Online Cataloguing using Infolib System
   c. Generating Online Public Catalogue

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 compliance.

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

Encls: Unnumbered Regional Memorandum dated March 29, 2019
References: Unnumbered Regional Memorandum dated March 29, 2019
To be included in the Perpetual Index under the following subjects:
Curriculum LRMDS Mechanical and Technical Assistance
jac: Technical Assistance of the Schools Division Librarians in the Regional Library
date: April 1, 2019
MEMORANDUM

To : Schools Division Superintendents
Division of Davao del Sur, Davao City, Digos City, Mati City,
Panabo City and Island Garden City of Samal

Subject: TECHNICAL ASSISTANCE OF THE
SCHOOLS DIVISION LIBRARIANS
IN THE REGIONAL LIBRARY

Date : March 29, 2019

Pursuant to the deliverables of the Curriculum and Learning Management Division (CLMD) through the Learning Resource Management and Development Center (LRMDC), the DepEd Regional Office XI has established a Regional Library to do the mechanical and technical processing of the collections in the said Library. This Office advises all the Schools Division Office’s Librarians to assist the LRMDC Staff to wit:

<table>
<thead>
<tr>
<th>Name of Librarian</th>
<th>SDO</th>
<th>Schedule</th>
<th>Nature of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Amor Manglicmot</td>
<td>Davao del Sur</td>
<td>April 1-3, 2019</td>
<td>Online Cataloguing of books using Infolib(Library Information System)</td>
</tr>
<tr>
<td>Rosalie Antipuesto</td>
<td>Davao City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venus de Castro</td>
<td>Davao City</td>
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<tr>
<td>Juvy Comoingking</td>
<td>Digos City</td>
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<tr>
<td>Ailyn Ponce</td>
<td>Mati City</td>
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<tr>
<td>May Zarate</td>
<td>Panabo City</td>
<td></td>
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</tr>
<tr>
<td>Jennie Rivera</td>
<td>Samal City</td>
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</tbody>
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Food of the SDO Librarians shall be charged against ROP Funds, while travelling and other incidental expenses shall be charged against 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