



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



February 19, 2019

DIVISION MEMORANDUM

No. 189, 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 LRMD Office, DepEd Region XI, F. Torres St., Davao City, on February 26-28, 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.
4. For Guidance and Compliance.

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

*For and in the absence of the
Schools Division Superintendent*

[Signature]
SOLIEB O. BATON
Chief ES-S

Encls: Unnumbered Regional Memorandum dated February 14, 2019
References: Unnumbered Regional Memorandum dated February 14, 2019
To be included in the Perpetual Index under the following subjects:

Curriculum LRMDs Work Engagement

jac: Work Engagement of Schools Division Librarians in the Establishment of the Regional Library
date: February 19, 2019

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Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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DATE: FEB 22 2019

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MEMORANDUM

To : Schools Division Superintendents

Subject : CHANGE OF SCHEDULE FOR THE WORK ENGAGEMENT
OF SCHOOLS DIVISION LIBRARIANS IN THE
ESTABLISHMENT OF THE REGIONAL LIBRARY

Date : February 20, 2019

In the exigency of the service, this Office informs the field of the change of schedule for the work engagement of Schools Division Librarians in the establishment of the Regional Library.

The new schedule is as follows:

Nature of Work	Schedule	Librarians Involved
1. Cataloguing of published LR's in the LR Portal	Feb 19	Davao City (2) and Island Garden City of Samal Divisions
	Feb 20	Davao Occidental, Davao del Sur and Digos City Divisions
2. Cataloguing of LR's found in the Library	Feb 21	Panabo City, Davao del Norte and Tagum City Divisions
	Feb 22	Davao Oriental, Mati City and Compostela Valley Divisions
3. Classify LR's for display	Feb 26-28	Davao Occidental, Davao del Sur, Digos City, Davao City (2), Island Garden City of Samal, Panabo City, Davao del Norte, Tagum City, Compostela Valley, Mati City and Davao Oriental Divisions
4. Arrange the classified and catalogued LR's in the shelves		

Food (snacks and lunch) 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. ESCOBAR, CESO III
Regional Director

ROX12/aca

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Page 1 of 1 Time:

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