



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



March 15, 2019

DIVISION MEMORANDUM

No. 228, s. 2019

**Additional Schedule of the Work Engagement 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 14, 2019, re: **"Additional Schedule of the Work Engagement of the Schools Division Librarians in the Regional Library"**, Mrs. Comaingking is hereby directed to report to LRMD Office, DepEd Region XI, F. Torres St., Davao City, on March 18-19, 2019.
2. The activity aims to:
 - a. do the mechanical and technical processing of the Regional Library Collections such as Encoding of book details using Infolib (Library Information System) and Generating of Book Cards, Borrower's Card and Date Due Slip.
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

WEE
WINNIE E. BATOON, Ed. D.
Officer-in-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED 30839

DATE: 15 MAR 2019 TIME: 4:41

BY: *f*

Encls: Unnumbered Regional Memorandum dated March 14, 2019

References: Unnumbered Regional Memorandum dated March 14, 2019

To be included in the Perpetual Index under the following subjects:

Curriculum LRMD Additional Schedule of Work Engagement

jac: Final Work Engagement of Schools Division Librarians in the Establishment of the Regional Library

date: March 15, 2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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Website: www.depedroxi.ph

MEMORANDUM

To : Schools Division Superintendents

Subject: ADDITIONAL SCHEDULE OF THE WORK
ENGAGEMENT OF THE SCHOOLS DIVISION
LIBRARIANS IN THE REGIONAL LIBRARY

Date : March 14, 2019

DepEd Schools Division of Digos City
RECORDS SECTION

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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:

Name of Librarian	SDO	Schedule	Nature of Work
Leah Baruiz	Compostela Valley	March 15, 18- 19, 2019	Encoding of book details using Infolib (Library Information System)
Charline Udani	Davao del Norte		
Alpha Amor Manglicmot	Davao del Sur		
Arlene Lastimoso	Davao Occidental		
Juversa Estrella	Davao Oriental		
Rosalie Antipuesto	Davao City		Generating of Book Card, Borrower's Card and Date Due Slip
Venus de Castro			
Juvy Comaingking	Digos City		
Ailyn Ponce	Mati City		
May Zarate	Panabo City		
Jennie Rivera	Samal City		
Jeffrey Santiago	Tagum City		

Food 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.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

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ATTY. ALBERTO T. ESCOBARTE, CESO IV

Regional Director

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Empowerment Adaptability Goal-oriented Leadership Excellence

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