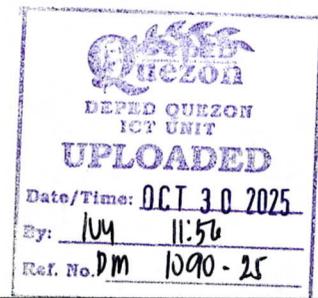




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



27 October 2025

DIVISION MEMORANDUM

DM No. 1090, s. 2025

**DIVISION ORIENTATION ON SCHOOL LIBRARY IMPROVEMENT AND
MANAGEMENT (BATCH 4)**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office through the Learning Resource Management Section – Library Hub will conduct an onsite training titled “Division Orientation on School Library Management and Improvement (Batch 4) on November 5-7, 2025 at M.I. Sevillas Farm and Resort, Mansion Hall, Brgy. Domoit, Lucena City.
2. The activity generally aims to:
 - a. orient participants on how to manage school libraries;
 - b. create an opportunity for shared responsibility between Division LRM, school librarians, teacher-librarians, and library-in-charge;
 - c. promote significance of school libraries towards quality education; and
 - d. provide updates on school libraries.
3. Participants in this training are school personnel who will be assigned as library-in-charge of the schools listed in the attached enclosure. The attendees shall be recommended by the School Head. Participants are expected to bring laptop and extension cord.
4. Participants are also advised to register using this link

<https://tinyurl.com/SchoolLibOrientationB4> on or before October 30, 2025.

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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5. This is a live-in training. Participants are expected to be in the venue at 1:00 p.m. on November 5, 2025 for registration. Opening program will commence at 2:00 p.m. First meal that will be served is PM Snack on November 5, 2025 and the last meal that will be served is Lunch on November 7, 2025.
6. Expenses relative to this activity such as food and accommodation shall be charged to Special Education Fund (SEF) while travelling expenses shall be charged to school MOOE subject to usual accounting and auditing procedure.
7. To ensure adherence to health and safety protocols in view of the prevalence of influenza-like illnesses, the conduct of this activity shall comply with PGO Quezon Executive Order No. DHT-60, s. 2023. Participants are advised to bring and wear face masks at all times, especially in indoor settings.
8. For further queries on this matter, please contact Mr. Ronnjemmele A. Rivera (Division Librarian) and Mrs. Jee-Ann O. Borines (Education Program Supervisor-LRM) through this number (042) 784-0366 local 175 or 09063744946.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



cid-lrm-libRAR10/27/2025

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Enclosure 1

LIST OF PARTICIPANTS

School Library-in-Charge of the following schools.

1st Congressional

| NO. | SCHOOL | DISTRICT |
|-----|--------------------------------|--------------|
| 1 | Burdeos National High School | Burdeos |
| 2 | Nagsinamo National High School | Lucban |
| 3 | Mauban North ES-1 | Mauban North |
| 4 | Cagsiay III NHS | Mauban South |
| 5 | Libo National High School | Panukulan |
| 6 | Kabulakis Elementary School | Polillo |

2nd Congressional

| NO. | SCHOOL | DISTRICT |
|-----|---------------------------------------|-----------------|
| 7 | Kinatihan II Elementary School | CandelariaEast |
| 8 | Pahinga Sur Elementary School | Candelaria East |
| 9 | Sampaga Elementary School | San Antoinio |
| 10 | Morong Elementary School | Sariaya East |
| 11 | Talaan Elementary School | Sariaya East |
| 12 | Bignay Nationa High School | Sariaya West |
| 13 | Lutucan Integrated Nation High School | Sariaya West |
| 14 | Lutgarda Elementary School | Sariaya West |
| 15 | Bulakin Elementary School | Tiaong I |

3rd Congressional

| NO. | SCHOOL | DISTRICT |
|-----|--|--------------|
| 16 | Buenavista National High School | Buenavista I |
| 17 | Catanauan Central School | Catanauan I |
| 18 | San Vicente Silangan Elementary School | Catanauan II |
| 19 | San Jose National High School | Catanauan I |
| 20 | Estanislao Perlas National High School | Catanauan II |
| 21 | Malaya National High School | General Luna |
| 22 | Olongtao National High School | Macalelon |
| 23 | Calantas National High School | Macalelon |
| 24 | Ajos National High School | Mulanay I |
| 25 | Bagupaye High School | Mulanay I |

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| | | |
|----|--|------------------|
| 26 | Bondoc Peninsula Agricultural High School | Mulanay I |
| 27 | Mulanay Central Elementary School | Mulanay II |
| 28 | Danlagan National High School | Padre Burgos |
| 29 | Lina Gayeta National High School | Padre Burgos |
| 30 | San Isidro National High School | Padre Burgos |
| 31 | Jacinto G. Esplana National High School | San Francisco I |
| 32 | Sto. Niño National High School | San Francisco I |
| 33 | Renato Vicencio Edaña National High School | San Francisco II |

4th Congressional District

| NO. | SCHOOL | DISTRICT |
|------------|---|-------------------|
| 34 | Atimonan Comprehensive National High School | Atimonan I |
| 35 | Lamon Bay SOF-Annex | Calauag East |
| 36 | Rufina P. Trinidad Memorial NHS | Calauag East |
| 37 | Apad National High School | Calauag West |
| 38 | Lagay National High School | Calauag West |
| 39 | Sto. Domingo National High School | Calauag West |
| 40 | Aloneros National High School | Guinayangan North |
| 41 | Camohaguin Elementary School | Gumaca East |
| 42 | Villa Perez Elementary School | Gumaca West |
| 43 | Lamon Bay SOF-Main | Gumaca East |
| 44 | Sto. Niño Ilaya National High School | Lopez East |
| 45 | Cogorin National High School | Lopez West |
| 46 | Guites National High School | Lopez West |
| 47 | Jongo National High School | Lopez West |
| 48 | Perez West Elementary School | Perez |
| 49 | Pedro Cabangon Elementary School | Quezon |
| 50 | Teofilo Olivarez Elementary School | Quezon |
| 51 | Evaristo Macalintal Memorial NHS | Quezon |
| 52 | Joel B. Arquiza National High School | Quezon |
| 53 | Katimo National High School | Quezon |
| 54 | Quezon Elementary School | Quezon |
| 55 | Mansilay National High School | Tagkawayan II |
| 56 | Tagkawayan National High School | Tagkawayan II |

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Facilitators

| NO. | NAME | SCHOOL | DISTRICT |
|------------|-----------------------|--|-----------------|
| 57 | Ronnjemmele A. Rivera | CID-Learning Resource Management | SDO Quezon |
| 58 | Janice A. Cayabyab | Manuel S. Enverga Memorial School of Arts and Trades (MSEMSAT) | Mauban North |
| 59 | Cristian Mendoza | Quezon National High School | Sariaya East |
| 60 | Jhana Mae U. Alzola | Godofredo M. Tan Memorial Arts & Trades | San Narciso 1 |
| 61 | Marites R. Lazona | San Isidro National High School | General Luna |
| 62 | Angel F. Anday | Alabat Island National High School | Alabat |
| 63 | Lyka C. Santiago | Gumaca National High School | Gumaca East |

Division Technical Working Group

| NO. | SCHOOL | SCHOOL | DISTRICT |
|------------|-------------------------|----------------------------------|-----------------|
| 64 | Jee-Ann O. Borines | CID-Learning Resource Management | SDO Quezon |
| 65 | Joe Angelo L. Basco | CID-Learning Resource Management | SDO Quezon |
| 66 | Sielo Maureen S. Deveza | CID-Learning Resource Management | SDO Quezon |
| 67 | Clarissa G. Casana | CID-Learning Resource Management | SDO Quezon |
| 68 | Mercedita C. Lanot | CID-Learning Resource Management | SDO Quezon |
| 69 | Margaret T. Villaluz | CID-Learning Resource Management | SDO Quezon |
| 70 | Krisca Ann C. Zaracena | SGOD-Nurse | Burdeos |

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INDICATIVE PROGRAM OF ACTIVITIES

| Time | Day 1 (November 5, 2025) | Day 2 (November 6, 2025) | Day 3 (November 7, 2025) |
|------------------|---|--|---|
| 8:00 – 12:00 nn | Travel Time | Checking of Attendance Management of Learning (MOL) Continuation of Discussions 6. <i>Developing Learner-Centered School Library</i> 7. <i>School Library: A Place for Differentiated Learning Experiences</i> 8. <i>Library Hub: Support to School Library</i> 9. <i>Transitional Growth Stages of School Libraries</i> 10. <i>Monitoring & Evaluation of School Libraries</i> | Checking of Attendance Management of Learning (MOL) Sharing of Best Practices Closing Program Home Sweet Home |
| 12:01 to 1:00 pm | Lunch Break | | |
| 1:01 to 5:00 pm | Registration Checking of Attendance Setting of Directions & Briefing Discussions 1. <i>The Vision & Mission of School Libraries</i> 2. <i>School Library Personnel, Collection, Physical Facilities</i> 3. <i>Duties and Responsibilities of School Librarians/ Library-in-Charge</i> 4. <i>The Learning Corner</i> 5. <i>School Library Activities</i> | Continuation of Discussions 11. <i>Revisiting Dewey</i> 12. <i>Introduction to Accession Register</i> | |

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