



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

DEPED - QUEZON ICT UNIT <b>UPLOADED</b> Date/Time: <u>10/28/21</u> By: <u>Rommel</u> Ref. no. <u>DM 822-21</u>
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28 October 2021

**DIVISION MEMORANDUM**

DM No. 822, s. 2021

**DIVISION ORIENTATION ON SCHOOL LIBRARY IMPROVEMENT AND MANAGEMENT**

To: OIC-Assistant Schools Division Superintendent  
Chief CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
District and School LR Coordinators  
All Concerned

1. The Schools Division Office through the Learning Resource Management (LRM) and Library Hub will conduct a limited face-to-face live-in training entitled "Division Orientation on School Library Improvement and Management" on November 8-9, 2021 at M.I. Sevilas Farm and Resort, Brgy. Domoit, Lucena City.
2. This training for librarians, teacher-librarians, and library-in-charge generally aims to orient the participants on how to manage school libraries specifically library collections under the Learning Resource Management.
3. The office collaborated with license librarians and external resource persons to extend their expertise in upskilling endeavors, capacitating school libraries in the context Library Management.
4. The office now calls the mandatory participants of the school librarians, Library Hub In-charge, and selected teacher-librarians with highly evident, functional and operational LRCs and/or libraries. PSDS and School Heads are accountable for the participation of the required participants in this training. If in case the selected participant is unable to attend, the School Head shall send a replacement.
5. Participants are advised to register using this link <https://tinyurl.com/SDOQueLibHubOrientation>
6. Please see attached enclosures for the List of Participants and the Training Matrix.

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7. Expenses relative to this activity such as foods and accommodation shall be charged against Division MOOE Funds while travelling expenses shall be charged to school MOOE subject to usual accounting and auditing procedure.
8. To ensure the implementation of Health and safety protocol amidst this Covid 19 pandemic, the conduct of this activity shall comply with existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies.
9. For further queries on this training, please contact Mrs. Jee-Ann O. Borines (Learning Resource Supervisor) through 09237470555 or Mr. Ronnjemmele A. Rivera (Librarian II) through 09063744946.
10. Immediate dissemination of this Memorandum is highly desired.

**ELIAS A. ALICAYA JR., EdD**  
OIC-Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

cidlibhub10/28/2021

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Enclosure 1

**List of Participants**

**Elementary**

No.	Name	Designation	School	District	Congressional District
1	Felicidad O. Racelis	Teacher-Librarian	Paaralang Elementarya ng Lucban 1	Lucban	1st District
2	Myrna T. Intia	Teacher-Librarian	Bigo Elementary School	Pagbilao	1st District
3	Jing-jing D. Jimenez	Teacher-Librarian	Bantigue Elementary School	Pagbilao	1st District
4	Abner Catapang	Teacher-Librarian	Pagbilao Central Elementary School	Pagbilao	1st District
5	Nerlita B. Mago	Teacher-Librarian	Candelaria Elementary School 1 & 2	Candelaria	2nd District
6	Edad, Fhraned Belwang	Teacher-Librarian	Lutucan National High School	Sariaya	2nd District
7	Alyssa Marie G. Constantino	Teacher-Librarian	Castanas Elementary School	Sariaya	2nd District
8	Ma. Kristine Verain	Teacher-Librarian	Lusacan Elementary School	Tiaong	2nd District

**Secondary**

9	Ronalyn R. Jariel	Teacher-Librarian	Dr. Pastrana National High School	Mauban	1st District
10	Blessie Joyce D. Bamba	Teacher-Librarian	Cagbalete Island National School	Mauban	1st District
11	Rosa P. De Silva	Teacher-Librarian	Paaralang Sekundarya ng Lucban	Lucban	1st District
12	Janice A. Cayabyab	Librarian	Manuel S. Enverga Memorial School of Arts and Trades (MSEMSAT)	Mauban	1st District
13	Maria Eleanor D. Tanedo	Librarian (Non License)	Quezon National High School	Lucena	2nd District
14	Claire Therese R. Alcantara	Teacher-Librarian	Canda National High School	Sariaya	2nd District
15	Mavy P. Comia	Teacher-Librarian	Gloria Umali National High School	Tiaong	2nd District
16	Marites R. Lazona	Librarian	San Isidro National High School	General Luna	3rd District
17	Anday, Angel Fulleo	Librarian	Alabat Island National High School	Alabat	4th District
18	Ester p. Mascarina	Teacher-Librarian	Malinao Ilaya National High School	Atimonan	4th District
19	Adora V. Macaraig	Teacher-Librarian	Atimonan National Comprehensive High School	Atimonan	4th District
20	Lorna S. Eroles	Teacher-Librarian	Camohaguin National High School	Gumaca	4th District
21	Aubrey Anne V. Nanez	Librarian	Lamon Bay School of Fisheries	Gumaca	4th District
22	Lyka A. Comintan	Librarian	Gumaca National High School	Gumaca	4th District

**Library Hub In-Charge**

23	Marina C. Espiritu	Teacher-Librarian	Tongohin National School	Infanta	1st District
24	Julie R. Tagle	Teacher-Librarian	Mulanay Central School	Mulanay	3rd District
25	Alynn F. Amolar	Teacher II	Quezon Elementary School	Quezon	4th District

**LR and SDO Library Hub Team**

26	Jee-Ann O. Borines	EPS	SDO-Quezon	Pagbilao	1st District
27	Joe Angelo L. Basco	PDO II	SDO-Quezon	Pagbilao	1st District
28	Ronnjemmele A. Rivera	Librarian II	SDO-Quezon	Pagbilao	1st District
29	Sedinuelle Y. Aguila	AO II	SDO-Quezon	Pagbilao	1st District
30	Aidren B. Libranda	ADAS II	SDO-Quezon	Pagbilao	1st District

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Enclosure 2

**Training Matrix**

Time	November 8, 2021	November 9, 2021
8:00 - 8:30 a.m.	REGISTRATION	Management of Learning (MOL)
8:30 - 9:00 a.m.	<b>OPENING PROGRAM</b>	<b>Introduction to Speaker</b>
	Philippine National Anthem	Discussion on <b>Resource Description and Access (RDA)</b>
	Prayer	
	Introduction of Participants	
	Welcome Remarks	
	Inspirational Message	
Presentation of Training Flow		
9:00 - 10:00 a.m.	<b>DISCUSSION</b>	Continuation of the Discussion on <b>Resource Description and Access (RDA)</b> and <b>WORKSHOP</b>
	1st Presenter - The Vision and Mission of Public School Libraries	
	2nd Presenter - School Library Personnel, Collection, and Physical Facilities	
10:00 - 10:30 a.m.	Health Break	Health Break
10:30 - 12:00	3rd Presenter - The Learning Corner	Continuation of the Discussion on <b>Resource Description and Access (RDA)</b> and <b>WORKSHOP</b>
	4th Presenter - Duties and Responsibilities of School Librarians	
12:00 - 1:00 p.m.	Lunch Break	Lunch Break
1:00 - 3:00 p.m.	<b>DISCUSSION</b>	<b>WORKSHOP...</b>
	5th Presenter - School Library Activities	
	6th Presenter - Developing Learner-Centered School Library	
	7th Presenter - Library Hub: Support to School Library	Presentation/Submission of Output
	8th Presenter - School Library: A Place for Differentiated Learning Experiences	
	9th Presenter - Transitional Growth of Stages of School Libraries	
3:00 - 3:30 p.m.	10th Presenter - Monitoring and Evaluation of School Libraries	Health Break
	Health Break	
3:30 - 5:00 p.m.	Sharing of Best Practices	Closing Ceremony

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