


Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
ORD-2023-1220

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **JOCELYN DR ANDAYA**   
Director IV

**SUBJECT :** **REGIONAL WORKSHOP ON THE EVALUATION OF SUPPLEMENTARY LEARNING RESOURCES AND MANAGEMENT OF LIBRARY HUBS & SCHOOL LIBRARIES**

**DATE :** **November 20, 2023**

1. This Office through the Curriculum and Learning Management Division (CLMD) will conduct the above-mentioned activity on November 27 – December 1, 2023, within NCR, specific venue to be announced.
2. The activity aims to:
  - a. Review supplementary learning resources (SLRs); and
  - b. Walk-through the processes of managing library hubs and school libraries.
3. The list of participants in this activity as well as the workshop matrix can be accessed using the link below:  
  
<https://tinyurl.com/RWSEvalSLRsMgtLibHubsSchLibs>
4. The board and lodging of the participants shall be covered by the downloaded funds from the Bureau of Learning Resources, while transportation expenses shall be charged against available local funds, subject to the existing government accounting and auditing rules and regulations.
5. Compensatory time-off or service credit, whichever is applicable shall be granted to the participants for the service rendered on November 27, 2023, national holiday (Bonifacio Day), subject to the allowable number of days by the Civil Service Commission.
6. Immediate and wide dissemination of this Memorandum is desired.





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**WORKSHOP MATRIX**

**REGIONAL WORKSHOP ON THE EVALUATION OF SLRS & MANAGEMENT OF LIBRARY HUBS & SCHOOL LIBRARIES**  
 November 27 to December 1, 2023

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00 - 9:00	Arrival and Registration of the Participants	Session 2: The SLR Evaluation Tools Factor 1-3 Mr. Dennis M. Mendoza EPS, CLMD-LRMS	Session 3: Latest Trends and Standards in School Library Management Ms. Maria Victoria E. Dela Cruz Faculty/Teacher-Librarian Ateneo De Manila Grade School (Invited)	BREAKFAST	Ways Forward <b>Closing Program</b> Nationalistic Song Insights (2 Representatives Selected Participants) Message Awarding of Certificates
9:00 - 10:00	Preliminaries (Opening Program, Prayer, Message, etc.)				
10:00 - 11:00	Orientation - Statement of Purpose - House Rules - Background of the Activity - Levelling of Expectations				
11:00 - 12:00					
12:00 - 1:00	<b>LUNCH</b>				
1:00 - 3:00	Session 1: The SLR Evaluation Process Mr. Dennis M. Mendoza EPS, CLMD-LRMS	Workshop 1: Area 1 Evaluation	Session 4: Management of Library Hubs Miss Nancy C. Mabunga Librarian II, CLMD-LRMS	Workshop 4: Area 3 Evaluation	Home Sweet Home
3:00 - 3:15	<b>BREAKTIME</b>				
3:15 - 4:00	<b>DINNER</b>				
4:00 - 5:00	Continuation of Session 1	Continuation of Workshop 1	Workshop 2: Preparation of Library Hub and School Library Management Plan	Presentation of Output	
6:00 - 8:00	<b>DINNER</b>				
<b>OUTPUT</b>		Sample Evaluation Output	Sample output of Library Hub Plan	Sample Accomplished Tools and Evaluated SLRs	
<b>In-charge of MOI/ Energizer AM &amp; PM</b>	<b>ROP</b>	Caloocan, Las Pinas, Makati, Malabon	Manila, Mandaluyong, Marikina, Muntinlupa	Navotas, Paranaque, Pasay, Pasig	QC, San Juan, TAPAT, Valenzuela