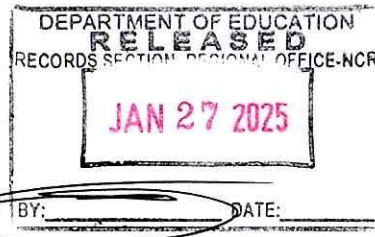




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 24, 2025

REGIONAL MEMORANDUM

No. 083, s. 2025

To: Schools Division Superintendents
Chief, Curriculum and Learning Management Division
EPS, LRMS
Librarians, School Librarians

**REGIONAL WORKSHOP ON THE DEVELOPMENT OF SCHOOL LIBRARY
HANDBOOK OF OPERATIONS**

1. The Department of Education – National Capital Region, through the Curriculum and Learning Management Division – Learning Resource Management Section (CLMD-LRMS), will conduct the above-stated activity on February 10-14, 2025, within Cavite City, specific venue to be announced.
2. The activity aims to:
 - a. Develop and contextualize school library manual;
 - b. Develop monitoring mechanisms of school library utilization.
3. Participants to this activity are the LRMS Division Librarians, selected school librarians and teacher librarians, as stated in the list of participants. They are required to do pre-registration through the link to be shared in the librarians group chat on or before February 5, 2025.
4. Participants with existing medical conditions (hypertension, diabetes etc.) are requested to bring their maintenance medications, also they are requested to bring reference materials, extension cords and pocket wifi.
5. Registration starts at 8:00 AM on February 10, 2025, while the opening program and orientation will be at 10:30 AM.
6. First meal of the activity is AM snacks of February 10, 2025, while the last meal is PM snacks on February 14, 2025. Attached in the indicative workshop schedule.
7. Board and Lodging of the participants is c/o BLR funds, while travel expenses shall be charged against local funds subject to the existing government accounting and auditing rules and regulations.



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8. For inquiries please contact Miss Nancy C. Mabunga, Librarian II, CLMD at email address nancy.mabunga@deped.gov.ph.
9. Immediate and wide dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

CLMD/LRMS