


Division Memo No. 239 s. 2019

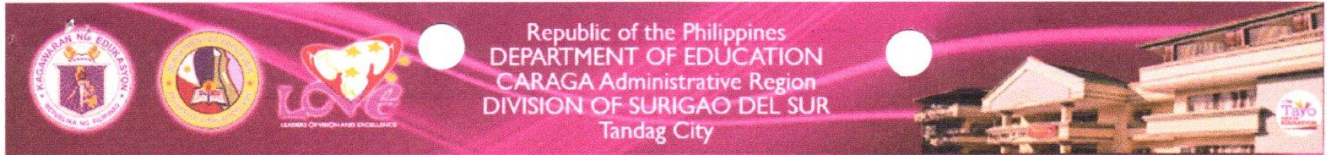
TO: **All PSDS/DIC's**
All Elementary and Secondary School Heads
All LRMS District Library Coordinators

FROM:  **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **ONE-DAY LIBRARY HUB UTILIZATION WORKSHOP**

DATE: May 22, 2019

1. Relative to the Division Memo No. 113 s. of 2019 entitled Library Hub – District Annex states that our division is privileged to have been given a Library Hub years ago. The facility is a warehouse of supplementary reading materials, situated in Carrascal Central Elementary School. This project aims to develop the love for and habit of reading among public school pupils and students. The Hub is anchored on the principle that once a child develops desirable reading habits, it will create pervasive reading culture and environment in public schools. However, due to the geographic situation of the Hub which is virtually at the northernmost tip of the province, the books have become solely accessible only to the pupils of Carrascal CES under Carrascal I Schools District.
2. The Learning Resource Management Section (LRMS) of our Division envisions to revive and maximize the operation of the Library Hub through the initiative called Library Hub – District Annex. This will make available the reading materials to the schools of the 37 districts of the Division.
3. Anent to this, the Library Hub Personnel under the Office of the Learning Resource Management and Development Section (LRMDS) of the Curriculum and Implementation Division (CID) of this division will conduct **One Day Library Hub Workshop** on May 28, 2019 (Tuesday) at Division Library Hub located in Carrascal Central Elementary School, Carrascal, Surigao del Sur.
4. The activity aims to:
 - a. Orient them on the general operations and services offered in the Hub.
 - b. Capacitate them on basic recording of books and other supplementary reading materials.
 - c. Distribute of supplementary reading materials to 37 District Library Coordinators.
 - d. Establish Library Hub – District Annex.
5. The participants of this workshop are the following: CID-Chief, LRMDO Manager, PDO II, Librarian II, District Library Coordinators-Designate, and 5 CID staff. (Please refer to the Enclosure No. 1 of this memo)



6. Attendees are expected to arrive at exactly 7:00 o'clock in the morning. (Please refer to the Enclosure No. 2 of this memo)
7. There will be no registration fee to be collected. Meals and snacks are chargeable against HRTD Funds. Travelling expenses and per diem of participants must be charged to School MOOE or Local Funds, and the Division CID personnel and staff will be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
8. The Enclosure No. 1 attached to this memorandum which is the list of participants will also be served as the travel authority.
9. No proxy is allowed. In the case of the District Library Coordinator - designate has an equal important activity to attend to, he/she will recommend substitute, provided that the proxy will bring his/her letter of recommendation signed by the Public Schools District Supervisor/ District-In-Charge of which attached to it, is the letter of excuse approved by the School Head with valid reasons cited.
10. Wide dissemination of this memo is highly recommended.

CID/Irmds/Cuadrillero

References: Division Memo No. 113 s. 2019

To be indicated in the LRMDS



Enclosure No. 1 – List of Participants

District	No.	District Library Coordinator
Barobo 1	1	Faith Myra C. Polancos
Barobo 2	2	Vivian R. Martinez
Barobo 3	3	Kezia Gay A. Odtojan
Bayabas	4	Maria Chona G. Deligero
Cagwait 1	5	Janeth S. Montero
Cagwait 2	6	Mark Louie D. Iroy
Cantilan 1	7	Anna Marie T. Prado
Cantilan 2	8	Krizza Amor A. Guimary
Carmen	9	Stella Marie D.Cosinas
Carrascal 1	10	Zerline R. Guardalupe
Carrascal 2	11	Cherry Marie G. Recamara
Cortes 1	12	Jerry D. Tranquilan
Cortes 2	13	Eunice P. Marapao
Hinatuan North	14	Marlyn B. Arraz
Hinatuan South	15	Ivy C. Jubahib
Hinatuan West	16	Daryl B. Tulang
Lanuzá	17	Ramiel P. Tolebas
Liangá 1	18	Jennifer A. Bete
Liangá 2	19	Norie Fe G. Borja
Lingig 1	20	Lunel John G. Ruaza
Lingig 2	21	Florence A. Almocera
Lingig 3	22	Melissa P. Arreza
Madrid 1	23	Maria Kristine Y. Urquiza
Madrid 2	24	Julius B. Linao
Marihatag 1	25	Cora M. Ebol
Marihatag 2	26	Japeth D. Arlaleljo
San Agustin 1	27	Ritchellyn R. Ramirez
San Agustin 2	28	Riza C. Cadavos
San Miguel 1	29	Gerard P. Ramirez
San Miguel 2	30	Darlyn P. Palmes
San Miguel 3	31	Mery Glenn M. Jamelo
Tagbina 1	32	Jovelyn V. Humilde
Tagbina 2	33	Josephine B. Tejano
Tagbina 3	34	Glare Dashiel Ocon
Tago 1	35	Cherry Mae C.Lasquete
Tago 2	36	Maricel T Ongy
Tago 3	37	Meriam C. Bohol
Division Office	38	Celsa A. Casa, Ph.D.
Division Office	39	Bryan L. Arreo
Division Office	40	Leopardo P. Cortes, Jr.
Division Office	41	Jessielyn L. Cuadrillero
Division Office	42	Florito O. Desoloc
Division Office	43	Alicia Gascon
Carrascal 1	44	Delvin R. Aspillaga
Carrascal 1	45	Christopher Christian R. Braza



Enclosure No. 2 – WORKSHOP MATRIX

Time	Activity
7:00 – 8:00	Arrival and Registration of Participants
8:00 – 8:30	Short Opening Program
8:31 – 11:30	Session 1 Overview of the Library Hub Project
11:30 – 12:00	Open Forum
12:01 – 1:00	Lunch Break
1:01 – 1:15	Ice Breaker
1:16 – 2:30	Session 2 Basic Recording of Library Hub Books, Circulation and Utilization
2:30 – 3:30	Distribution of Supplementary Reading Materials
3:31 – 4:00	Closing Program
4:00 – 5:00	Home Sweet Home