Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

November 9, 2023

DIVISION MEMORANDUM
No. 521, s. 2023

DIVISION WORKSHOP ON THE DEVELOPMENT OF EFFECTIVE AND EFFICIENT UTILIZATION OF THE SCHOOL LIBRARIES AND LEARNING RESOURCE CENTERS IN PREPARATION FOR THE NATIONAL CELEBRATION OF THE 33RD LIBRARY AND INFORMATION SERVICES MONTH

To: **Chief Education Supervisors**
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
District LR Coordinators
Librarians and Teacher- Librarians In-charge
All Others Concerned

1. This office, through the Curriculum Implementation Division (CID) shall conduct a live-in workshop titled **"Division Workshop on the Development of Effective and Efficient Utilization of the School Libraries and Learning Resource Centers in Preparation for the National Celebration of the 33rd Library and Information Services Month"**, on November 20-24, 2023 at Hue Hotel Malay, Aklan.

2. The workshop aims to:
   a. share best practices in the operation of the library and learning resource center setup, maintenance, and program management in line with the **MATATAG** Agenda, specifically on "**TA**ke steps to accelerate delivery of basic education facilities and services" (**Initiative 4:** Establish fully-functional library hubs) and "**TA**ke good care of learners by promoting learner well-being, inclusive education, and positive learning environment" (**Initiative 6**: Establish inclusive learning resource centers);
   b. discuss the guidelines on the establishment of LRCs as well as the Procurement and Acquisition Planning;
   c. develop action plans for school libraries and learning resource centers as distribution hubs;
   d. recognize the importance of the establishment of libraries and learning resource centers as an integral part of schools; and
   e. promote collaboration and coordination between the supply unit, libraries and learning resource centers for effective partnership to provide access to information for the learners.

3. The official list of participants is found in Enclosure No. 1, while the training matrix for the workshop are in Enclosure No. 2 of this memorandum.

4. Strict adherence to the GAD policy and health protocols in the conduct of this activity per DO 14 s. 2020 titled "Guidelines on the Required Health Standards in Basic Education Offices and School" shall be observed.

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5. Incidental expenses are charged to downloaded Flexible Learning Options (FLO) funds while travel expenses of the participants shall be charged against school MOOE / local funds subject to the availability, usual accounting and auditing rules and regulations.

6. Immediate and widest dissemination of this memorandum is desired.

Dr. FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Reference: None
Allotment: None
To be indicated in the Perpetual Index
under the following subjects:
CURRICULUM **LEARNING RESOURCES**
/abm

Enclosure No. 1 to Division Memorandum No. 521 s. 2023

PARTICIPANTS TO THE DIVISION WORKSHOP ON THE DEVELOPMENT OF EFFECTIVE AND EFFICIENT UTILIZATION OF THE SCHOOL LIBRARIES AND LEARNING RESOURCE CENTERS IN PREPARATION FOR THE NATIONAL CELEBRATION OF THE 33RD LIBRARY AND INFORMATION SERVICES MONTH

No.	District	Name	Position	School	Role
1	Altavas	Roselyn T. Navida	Teacher III	Linayasan ES	LR Coordinator
2	Altavas	Sheila May P. Mationg	Teacher III	Altavas NS	LR Coordinator
3	Balete	Mary Rose B. Morales	Master Teacher I	Calizo ES	LR Coordinator
4	Balete	Sheila Mae O. De Pablo	Teacher III	Fr Julian C. Rago MNHS	LR Coordinator
5	Banga	Jeanelyn R. Democrito	Teacher III	ATRSIS	LR Coordinator
6	Banga	Sweden Jane F. Meren	Teacher I	Torralba NHS	LR Coordinator
7	Batan	GENEVIR P. PATRON	Teacher III	CAIYANG ES	LR Coordinator
8	Batan	LINO S. CASUMPONG	Teacher III	LALAB ES	LR Coordinator
9	Buruanga	Orly P. Ordas	Master Teacher II	Katipunan ES	LR Coordinator
10	Buruanga	Ana Mae C. Ostan	Master Teacher II	Buruanga VS	LR Coordinator
11	Ibajay East	Elyn M. Bersales	Master Teacher I	Naisud CS	LR Coordinator
12	Ibajay East	Herbert C. Sastre	Teacher III	Naisud NHS	LR Coordinator
13	Ibajay West	Ma. Teresa S. Enerio	Master Teacher 1	Ibajay CS	LR Coordinator
14	Ibajay West	Liza Ann Magdaet	Teacher III	Ondoy NHS	LR Coordinator
15	Kalibo I	Joyce T. Oquendo	Master Teacher 1	Kalibo Pilot ES	LR Coordinator
16	Kalibo I	Ma. Florenz L. Icabandi	Teacher 1	ANHSAT	LR Coordinator
17	Kalibo II	Hazel Joy L. Rabe	Master Teacher II	Kalibo ES	LR Coordinator
18	Kalibo II	Aljon I. Arevalo	Teacher III	Bakhaw Norte IS	LR Coordinator
19	Lezo	Jerely I. Diaz	Teacher III	Lezo IS	LR Coordinator
20	Lezo	Josie T. Legaspi	Teacher III	Catalino M. Prado NHS	LR Coordinator
21	Libacao	Ma. Lourdes Lizzette Z. Remola	Master Teacher II	Libacao CES	LR Coordinator
22	Libacao	Christine Mae M. Zubiaga	Teacher II	Libacao NFVHS	LR Coordinator
23	Madalag	Beauty Ann A. Zapico	Principal I	San Jose ES	LR Coordinator
24	Madalag	Rose Ann N. Presentacion	Teacher III	Loreto N. Nedic NHS	LR Coordinator
25	Makato	Medorie T. Tapar	Master Teacher I	Calangcang ES	LR Coordinator
26	Makato	Ma. Christine B. Tejada	Teacher II	Makato IS	LR Coordinator
27	Malay	Jucelyn P. Cabungcal	Master Teacher I	Malay ES	LR Coordinator
28	Malay	Mc John F. Gelito	Teacher - III	Boracay NHS	LR Coordinator
29	Malinao	Jayson R. Tungala	Teacher- III	Rosario ES	LR Coordinator
30	Malinao	Shelley Jade R. Candelario	ADAs II	Navitas NHS	LR Coordinator
31	Nabas	Quenn I. Ancita	Master Teacher-I	Nabas ES	LR Coordinator
32	Nabas	Renee Jean G. Timajo	Master Teacher-I	Toledo NHS	LR Coordinator
33	New Washington	Dave Richard J. Santiago	Master Teacher I	NWES	LR Coordinator
34	New Washington	Angelica Abogadie	Teacher I	Candelaria NHS	LR Coordinator
35	Numancia	Eddelon C. Bereber	Head Teacher II	Aliputos ES	LR Coordinator
36	Numancia	Johuanna Rose I. Nejar	Teacher III	Numancia IS	LR Coordinator
37	Tangalan	Juvelyn M. Hilario	Teacher III	Vivo IS	LR Coordinator
38	Tangalan	Ma. Angelica M. Doming	Teacher III	Jawili IS	LR Coordinator
39	Altavas	Teodora A. Hilario	AO II	Altavas ES	Prop. Custodian
40	Balete	Irene A. Donasco	Teacher III	Balete IS	Prop. Custodian
41	Banga	Oliver J. Relator	Master Teacher I	Banga ES	Prop. Custodian
42	Batan	Jhelie Rose B. Ambrocio	ADAs III	Batan District Office	Prop. Custodian
43	Buruanga	Marcus A. Sualig	Teacher III	Buruanga ES	Prop. Custodian
44	Ibajay East	Lynette T. Gomez	AO II	Regador ES	Prop. Custodian
45	Ibajay West	Rexa May M. Rivera	Teacher III	Ibajay CS	Prop. Custodian
46	Kalibo I	Rovel I.Villanueva	Teacher III	Kalibo Pilot ES	Prop. Custodian
47	Kalibo II	Ronald T. Imaysay	Teacher III	Kalibo ES	Prop. Custodian
48	Lezo	Joefel N. Abello	Teacher III	Lezo IS	Prop. Custodian
49	Libacao	Ivy V. Zaspa	Master Teacher I	Libacao CES	Prop. Custodian
50	Madalag	Penny N. Torres	Teacher III	Madalag ES	Prop. Custodian
51	Makato	Salvacion P. Remegio	AO II	Makato District Office	Prop. Custodian
52	Malay	Marinel P. Hesita	Teacher III	Malay ES	Prop. Custodian
53	Malinao	CHRISTY JUDE V. RAMOS	AO II	Malinao ES	Prop. Custodian

54	Nabas	Andrea S. Dela Torre	Teacher III	Nabas ES	Prop. Custodian
55	New Washington	Merla B. Zabala	Teacher III	Dumaguit ES	Prop. Custodian
56	Numancia	JOHN REY G. MAAGMA	AO II	Bulwang ES	Prop. Custodian
57	Tangalan	Wyron P. Lorenzo	Master Teacher I	Tangalan ES	Prop. Custodian
58	Altavas	Mary Charity C. Tambong	Librarian III	Altavas National School	Dist. Librarian
59	Balete	Maricel C. Andrade	Teacher III	Jose B. Legaspi MNHS	Dist. Librarian
60	Banga	Analyn T. Rubi	Teacher III	Bacan NHS	Dist. Librarian
61	Batan	Shelamy H. Indemne	Head Teacher I	Songcolan ES	Dist. Librarian
62	Buruanga	Darren P. Barrientos	Librarian III	Buruanga VS	Dist. Librarian
63	Ibajay East	Louie J. Placio	Teacher III	Naile NHS	Dist. Librarian
64	Ibajay West	Ramona L. Villanueva	Teacher 11	Ibajay CS	Dist. Librarian
65	Kalibo I	Psyche Janine G. Zubiaga	Teacher I	Kalibo Pilot ES	Dist. Librarian
66	Kalibo II	Jessa V. Duran	Teacher I	BOBSES	Dist. Librarian
67	Lezo	Edna L. Serrano	Master Teache I	Lezo IS	Dist. Librarian
68	Libacao	Lyka R. Hormillosa	Librarian II	Libacao NFVHS	Dist. Librarian
69	Madalag	Allen N. Cawaling	Master Teacher I	Madalag ES	Dist. Librarian
70	Makato	Verna T. Barrientos	Master Teacher I	Makato IS	Dist. Librarian
71	Malay	Leizl P. Lumbo	Teacher I	Malay ES	Dist. Librarian
72	Malinao	Rufina V. Ala	Librarian III	Malinao SPC	Dist. Librarian
73	Nabas	May C. Cristobal	Teacher III	Toledo NHS	Dist. Librarian
74	New Washington	Maricel R. Guillermo	Teacher III	Ochando ES	Dist. Librarian
75	Numancia	Jocelyn V Yecla	Master Teacher I	Numancia IS	Dist. Librarian
76	Tangalan	Christine May A. Tasoy	Teacher I	Jawili IS	Dist. Librarian

Trainers:

1. Mahnnie Q. Tolentino, EPS- LRMS
2. Jackielyn Cabangal, Regional Librarian
3. Ann Marie B. Marcelino, Librarian II
4. Mildred B. Zante, Supply Officer
5. Scarlet Joy C. Yabut, Librarian-NNSF

Training Staff:

6. Mary Jean P. Sim
7. Amy M. Toriano

Enclosure No.2 to the Division Memorandum No. 521 s. 2023

ACTIVITY MATRIX: DIVISION WORKSHOP ON THE DEVELOPMENT OF EFFECTIVE AND EFFICIENT UTILIZATION OF THE SCHOOL LIBRARIES AND LEARNING RESOURCE CENTERS IN PREPARATION FOR THE NATIONAL CELEBRATION OF THE 33RD LIBRARY AND INFORMATION SERVICES MONTH

November 20-24, 2023

<table>
<tr><th>Time</th><th colspan="2">Day 1</th><th colspan="2">Day 2</th><th colspan="2">Day 3</th><th>Day 4</th><th>Day 5</th></tr>
<tr><td>7:30 – 8:00</td><td colspan="2" rowspan="3">Arrival and Registration</td><td colspan="2">MOL: District of Banga</td><td colspan="2">MOL: District of Makato</td><td>Program Preparation</td><td>MOL: District of Tangalan</td></tr>
<tr><td>8:00 – 8:30</td><td colspan="2" rowspan="4">Plenary 2
LR Procurement and Utilization Guidelines</td><td rowspan="5">Breakout A3
Guidelines in the Identification of SLRs</td><td rowspan="5">Breakout B3
LR Delivery Inspection and Acceptance</td><td rowspan="5">Plenary
National Celebration of the 33rd Library and Information Services Month</td><td rowspan="5">Continuation of Workshops 1, 2 and 3</td></tr>
<tr><td>8:30 – 9:00</td></tr>
<tr><td>9:00 – 9:30</td><td colspan="2" rowspan="3">Opening Program and Levelling of Expectations</td></tr>
<tr><td>9:30 – 10:00</td></tr>
<tr><td>10:00 – 10:30</td></tr>
<tr><td>10:30 – 11:00</td><td colspan="2" rowspan="3">Plenary 1
LR Team Roles and Responsibilites</td><td colspan="2" rowspan="3">Plenary 3
District LR Situation Analysis</td></tr>
<tr><td>11:00 – 11:30</td></tr>
<tr><td>11:30 – 12:00</td></tr>
<tr><td>12:00 – 1:00</td><td colspan="8">LUNCH BREAK</td></tr>
<tr><td>1:00 – 1:30</td><td colspan="2">Open Forum/Reflection</td><td colspan="2">Open Forum/Reflection</td><td colspan="2">Open Forum/Reflection</td><td rowspan="6">Continuation of Workshops 1, 2 and 3</td><td rowspan="2">Submission and Processing of Workshop Outputs</td></tr>
<tr><td>1:30 – 2:00</td><td rowspan="5">Breakout A1
Guidelines on establishment of learning resource centers</td><td rowspan="5">Breakout B1
Procurement and Acquisition Planning</td><td rowspan="5">Breakout A2
Standards in Needs Analysis of LRs</td><td rowspan="5">Breakout B2
Inventory and Custodianship of LRs</td><td rowspan="5">Continuation of Breakout A3</td><td rowspan="5">Breakout B4
Disposal Procedures of LRs</td></tr>
<tr><td>2:00 – 2:30</td><td rowspan="2">Next Steps and Monitoring Plan</td></tr>
<tr><td>2:30 – 3:00</td></tr>
<tr><td>3:00 – 3:30</td><td rowspan="2">Closing Program</td></tr>
<tr><td>3:30 – 4:00</td></tr>
<tr><td>4:00 – 4:30</td><td colspan="2" rowspan="4">Workshop 1
LRC Establishment and District Procurement Planning</td><td colspan="2" rowspan="4">Workshop 2
Action Plan on Needs Analysis of LRs and Updating Schedule of Inventory Record</td><td colspan="2" rowspan="4">Workshop 3
SLR Market Scoping Action Plan and Inspection, Acceptance, and Disposal Guidelines Review</td><td rowspan="4">Egress and Departure</td></tr>
<tr><td>4:30 – 5:00</td></tr>
<tr><td>5:00 – 5:30</td></tr>
<tr><td>5:30 – 6:00</td></tr>
<tr><td>6:00 – 6:30</td><td colspan="2">Submission of outputs</td><td colspan="2">Submission of outputs</td><td colspan="2">Submission of outputs</td><td>Submission of outputs</td></tr>
<tr><td>6:30 – 7:00</td><td colspan="2">Feedbacking</td><td colspan="2">Feedbacking</td><td colspan="2">Feedbacking</td><td>Feedbacking</td></tr>
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