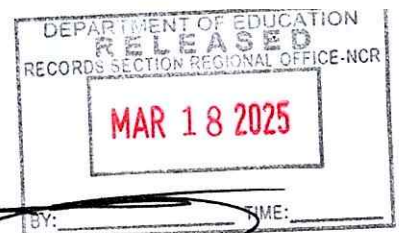




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 17, 2025

REGIONAL MEMORANDUM

No. 276, s. 2025

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

**REGIONAL WORKSHOP ON THE REVIEW & FINALIZATION 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 March 24-28, 2025, within Pasay City, specific venue to be announced.
2. The activity aims to:
 1. Review the draft of school library handbook;
 2. Incorporate the recommendation and findings of the evaluators; and
 3. Finalize the NCR school library handbook
3. Attached is the list of participants to this activity. They are required to do pre-registration through the link to be shared in the librarians group chat on or before March 21, 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 March 24, 2025, while the opening program and orientation will be at 10:30 AM.
6. First meal of the activity is AM snacks of March 24, 2025, while the last meal is PM snacks on March 28, 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

LIST OF PARTICIPANTS

REGIONAL WORKSHOP ON THE REVIEW & FINALIZATION OF SCHOOL LIBRARY HANDBOOK OF OPERATIONS

March 24-28, 2025

| DIVISION | | NAME | POSITION/DESIGNATION |
|----------|-------------|--------------------------------|-------------------------------------|
| 1 | CALOOCAN | Charlyn D. Reyes | Division Librarian II |
| 2 | MAKATI | Ma. Fatima Delfin | Division Librarian II |
| 3 | MALABON | Donnalyn Estrada | School Librarian |
| 4 | MANILA | Lady Hannah Gillo | Division Librarian II |
| 5 | | Eloisa T Mangosing | School Librarian |
| 6 | MARIKINA | Catherine Paningbatan | Division Librarian II |
| 7 | MUNTINLUPA | Cecilia Ilarde | Division Librarian II |
| 8 | NAVOTAS | Shirley Mangaluz | Division Librarian II |
| 9 | PARANAQUE | Katreena A. Baluyot | Division Librarian II |
| 10 | PASAY | Gloudette Ballesteros Germinal | Division Librarian II |
| 11 | | Jennelyn P. Bay | School Librarian |
| 12 | QUEZON CITY | Liza De Guzman | Division Librarian II |
| 13 | | Cheche Fajarito | School Librarian |
| 14 | SAN JUAN | Michael Santos | School Librarian |
| 15 | TAPAT | Joseph Son | Division Librarian II |
| 16 | VALENZUELA | Analiza DG. Dela Cruz | Division Librarian II |
| 17 | EVALUATORS | Robert Martin | Senior Education Program Specialist |
| 18 | | Ma.Victoria Dela Cruz | Faculty/Ateneo |
| 19 | | Dr. Venus Oruga | Director of Libraries, UE Manila |
| 20 | ROP | Nancy C. Mabunga | Regional Librarian |



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REGIONAL WORKSHOP ON THE REVIEW & FINALIZATION OF SCHOOL LIBRARY HANDBOOK OF OPERATIONS
March 24-28, 2025

(PROGRAM OF ACTIVITY)

| TIME | Day 1 | DAY 2 | DAY 3 | DAY 4 | DAY 5 |
|--------------------|---|---|--|--|---|
| 8:00 – 10:00 | Arrival and Registration of the Participants | Presentation of the Comments & Findings of the Initial Development of School Library Handbook | Aligning the School Library Handbook on the BLR Mandates | Continuation of the Workshop | Presentation of Finalized School Library Handbook of Operations |
| 10:00 – 12:00 | Preliminaries (Opening Program, Prayer, Acknowledgment of Participants.) Orientation - Statement of Purpose / Message - Background of the Activity - House Rules | | | | |
| 12:00 – 1:00 | LUNCH | | | | |
| 1:00 – 3:00 | ORIENTATION ON THE REVIEW & FINALIZATION OF SCHOOL LIBRARY HANDBOOK <i>Miss Nancy C. Mabunga</i> Librarian II, CLMD | Presentation of the Comments & Findings of the Initial Development of School Library Handbook <i>Ms. Venus Ortiga</i> Director of Libraries University of the East | Finalization Workshop | Presentation of Outputs | Submission of Outputs |
| 3:30 – 4:00 | | | | | |
| 4:00 – 5:00 | | | | | |
| 5:00 – 7:00 | DINNER | | | | |
| OFFICER OF THE DAY | TWG TEAM | Manila / Caloocan / Navotas | QC / San Juan / Valenzuela | Malabon / Makati/ Marikina/ Muntinlupa | Pasay /TAPAT/Paranaque |