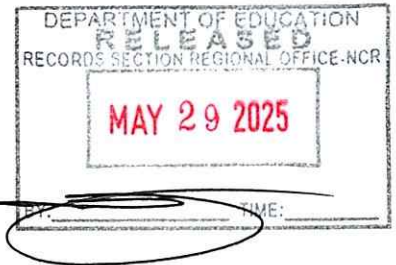




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



May 26, 2025

REGIONAL MEMORANDUM

No. 464, s. 2025

To: Schools Division Superintendents
Chief, Curriculum Implementation Division
EPS, LRMS
Librarians, School Librarians

**REGIONAL WORKSHOP ON THE 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 June 2-6, 2025, within NCR, specific venue to be announced.
2. The activity aims to :
 1. Revise the draft of school library handbook;
 2. Review & evaluate the language of the content of the handbook; and
 3. Finalize the layout and content of the handbook.
3. Attached is the list of participants and the indicative workshop schedule. For confirmation of attendance, they must register using the link to be shared in the librarians group chat on or before June 2, 2025.
4. Participants with existing medical conditions are requested to bring their maintenance medications, they are also requested to bring reference materials, extension cords and pocket wifi.
5. Registration starts at 8:00 AM on June 2, 2025, while the opening program and orientation will be at 10:30 AM.
6. 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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7. For inquiries please contact Miss Nancy C. Mabunga, Librarian II, CLMD at email address nancy.mabunga@deped.gov.ph
8. 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



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LIST OF PARTICIPANTS

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

	DIVISION	NAME	POSITION/DESIGNATION
1.	CALOOCAN	Charlyn D. Reyes	Division Librarian II
2.	LAS PINAS	Ana Serona Montanez	Division Librarian II
3.	MAKATI	Ma. Fatima Delfin	Division Librarian II
4.	MALABON	Donnalyn Estrada	School Librarian III
5.	MANILA	Lady Hannah Gillo	Division Librarian II
6.		Eloisa T. Mangosing	School Librarian I
7.	MANDALUYONG	Joella Z. Baloloy	Library Staff
8.	MARIKINA	Catherine Paningbatan	Division Librarian II
9.	MUNTINLUPA	Cecilia Ilarde	Division Librarian II
10.	NAVOTAS	Shirley Mangaluz	Division Librarian II
11.	PARANAQUE	Katreena A. Baluyot	Division Librarian II
12.	PASAY	Gloudette Ballesteros Germinal	Division Librarian II
13.		Jennelyn P. Bay	School Librarian III
14.	PASIG	Aldrich Gaerlan	Division Librarian II
15.	QUEZON CITY	Liza De Guzman	Division Librarian II
16.		Cheche Fajarito	School Librarian III
17.	SAN JUAN	Vilma Padilla	Division Librarian II
18.		Michael Santos	School Librarian I
19.	TAPAT	Joseph Son	Division Librarian II
20.	VALENZUELA	Annaliza DG. Dela Cruz	Division Librarian II
21.	ROP	Dennis M. Mendoza	EPS LRMS
22.		Nancy C. Mabunga	Regional Librarian II
23.	Language Editor	Lucky Carpio	EPS
24.		Gina Urquia	EPS
25.		Arnold Gatus	EPS



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Regional Workshop on the Finalization of School Library Handbook of Operations
June 2-6, 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	Walkthrough on the Draft of Revised School Library Handbook Hanbook <i>Analiza Dela Cruz</i> <i>Gloudette Germinal</i> SDO Librarians	WORKSHOP Proper <i>Lucky Carpio</i> <i>Gina Urquía</i>	Continuation of the Workshop	Presentation of the Final Draft
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	Overview of the DepEd BLR Mandates Aligned with the School Library <i>Miss Nancy C. Mabunga</i> Librarian II, CLMD	WORKSHOP Proper	Language Editing	Continuation of the Workshop	CLOSING
3:30 - 4:00					
4:00 - 5:00					
5:00 - 7:00	DINNER				
OFFICER OF THE DAY	TWG TEAM	TEAM A & F	TEAM B	TEAM C	TEAM D & E