



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

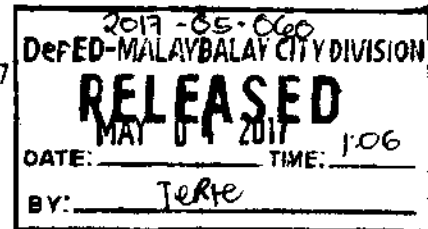
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May 3, 2017

DIVISION MEMORANDUM
NO. 230 s. 2017




**CAPACITY BUILDING ON LIBRARY MANAGEMENT FOR PUBLIC
ELEMENTARY AND SECONDARY SCHOOL LIBRARIANS/DESIGNATED
TEACHER-LIBRARIANS**

**TO: Division Education Chief, CID and SGOD
Public Elementary and Secondary School Librarians/Designated Teacher-
Librarians
This Division**

1. All Public Elementary and Secondary School Librarians/Designated Teacher-Librarians (*with or without libraries*) are hereby directed to attend a one-day *Capacity Building on Library Management for Public Elementary and Secondary School Librarians/Designated Teacher-Librarians* on May 19, 2017 at Bukidnon Breeze, Sumpong, Malaybalay City.
2. The capacity building aims to:
 - Discuss the importance of school libraries;
 - Define the role of the school-librarians to the learning and development of the learners in the K to 12 Program Implementation;
 - Capacitate school teacher-librarians to classify, catalog and label all library resources for easy access to users;
 - Develop action plan to integrate their suggested interventions for the improvement of their school libraries; and
 - Make school libraries fully functional.
3. Participants of this capacity building shall be the public Elementary and Secondary School Librarians/Designated Teacher-Librarians.
4. Further, participants are advised to bring laptop and inventory of print and non-print library materials (Library Books, CDs, DVDs, realia, models, etc.) and expected to be at the venue at 7:00 o'clock in the morning.

5. Meals and snacks shall be charged against Division HRTD Funds while travelling expenses shall be charged to school MOOE/Local Funds subject to the usual accounting and auditing policies, rules and regulations.

6. Dissemination and compliance of this Memorandum is desired.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

Encl.: As stated

Copy furnished: Records Unit
LRMDS Section

TO BE POSTED IN THE DIVISION WEBSITE