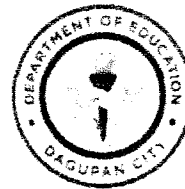
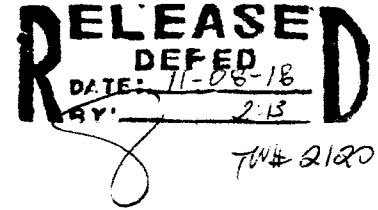


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region I  
**SCHOOLS DIVISION OFFICE**  
DAGUPAN CITY



DIVISION MEMORANDUM  
No. 359, s. 2018



To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors/Specialists  
Public Schools District Supervisors  
Public Elementary/Secondary School Heads/OICs  
All others Concerned

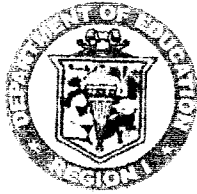
From: Office of the Schools Division Superintendent

Date: November 8, 2018

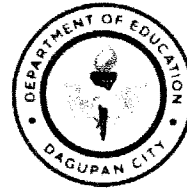
Subject: **DIVISION ORIENTATION-WORKSHOP FOR TEACHER-LIBRARIANS  
ON SCHOOL LIBRARY ORGANIZATION WITH BENCHMARKING ACTIVITY**

1. The Curriculum Implementation Division (CID) through Learning Resource Management (LRMD) will conduct a seminar on organization of library collections at the Dagupan City Public Library and Information Center, People's Astrodome, Tapuac District, Dagupan City on November 22, 2018. It will also include a benchmarking activity at the City Library and E-Library, the first digital library in the province.
2. Based on the latest Division Consolidated Reports on School Library Profile and Personnel Directory, most school teacher-librarians have not attended trainings yet on library management nor trends in library system. Hence, the following objectives are set:
  - a) Enhance the knowledge and skills in management and organization of library collections.
  - b) Familiarize teacher-librarians on the process of setting up a library.
  - c) Capacitate teacher-librarians on the collection management.
  - d) Adopt emerging library practices.
  - e) Enhance networking and linkaging with City Library of Dagupan.
3. The participants of this activity are school librarians/teacher-librarians from public elementary and secondary schools.
4. Attached is the list of identified participants/schools, as well as the training matrix of the orientation-workshop.
5. Immediate and wide dissemination of this memorandum is desired.

  
**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent

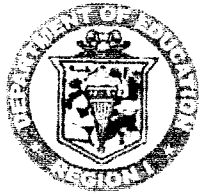


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region I  
**SCHOOLS DIVISION OFFICE**  
DAGUPAN CITY

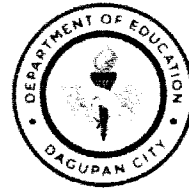


**LIST OF IDENTIFIED PARTICIPANTS/Schools**

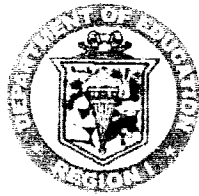
<b>Name of the School</b>	<b>Name of the Library In-Charge</b>
1. Juan L. Siapno ES	Rhoda P. De Guzman
2. Lucao ES	Ma. Cristina Tomelden Jovita N. Quinto
3. Malued ES	Cindy C. Velasco
4. WCES I	Lagrimas Casanova
5. WCES II	Helen G. Cariño
6. Bacayao Sur ES	Emma B. Terrado
7. Caranglaan ES	Arlene P. Austria
8. Pascuala G. Villamil ES	Reyshel D. Montoya
9. ECIS (Elem.)	Marietta E. Fabia
10. ECIS (Junior & Senior HS)	Jesusa Q. Moreno
11. Lasip Grande ES	Gemma P. Centino
12. Mangin-Tebeng ES	Laura A. de Venecia
13. Pogo-Lasip ES	Marivil G. Cabaddu
14. Tambac ES	Marjorie Cervantes
15. Tebeng ES	Marife J. Lozano
16. BLISS ES	Mildred J. Castro
17. Bolosan ES	Nelia S. Pasana
18. Bonuan Boquig ES	Jhoanna S. Cadatal
19. Federico N. Ceralde (Elem.)	Maria Cecilia V. Torio
20. Federico N. Ceralde (Junior & Senior HS)	Gabriel D. Salayog
21. Gen. Grogorio Del Pilar ES	Clarizza Q. Batol
22. Leon-Francisco Maramba	Marilou O. Aquino
23. Mamalingling ES	Kristine U. Ferrer
24. North Central ES	Kimberly P. Refuerzo
25. Sabangan ES	Teresa P. Dizon
26. Salisay ES	Rhodora SC. Rivera
27. Victoria Q. Zarate ES	Vida Ruby F. Romero
28. Calmay ES	Alice M. Alcantara
29. Carael ES	Helen D. Cabrerros
30. Juan P. Guadiz	Lalaine P. Bonifacio
31. Lomboy ES	Jomar D. De Vera
32. Pantal ES	Alejandra M. Palaganas
33. Pugaro IS (Elem.)	Cristina B. Colcol
34. Pugaro IS (Junior & Senior HS)	Myra A. Caballero



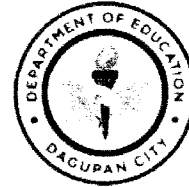
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**DEPARTMENT OF EDUCATION**  
Region I  
**SCHOOLS DIVISION OFFICE**  
DAGUPAN CITY



35. Salapingao ES	Junalyn A. Ambeguia
36. Suit ES	Jezalyn T. Jovillanos
37. T. Ayson Rosario ES	Melanie D. Paragas
38. Bonuan Boquig NHS	Elena L. Paasa
39. DCNHS	Fe A. De Cadiz
40. Carael NHS	Merlita P. Sayson
41. Salapingao NHS	Leonilda Q. Gotos
42. Judge Jose DV TVSC	Vilma C. de Guzman
	Melody B. Sabiniano



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**  
 DAGUPAN CITY

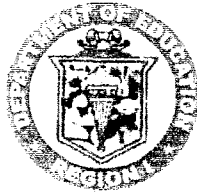


## TRAINING MATRIX

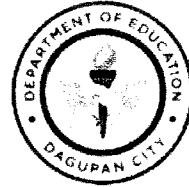
### Division Orientation-Workshop for Teacher-Librarians on School Library Organization with Benchmarking Activity

November 22, 2018  
 Dagupan City Public Library & Information Center

Time	Activity	Person-In-Charge
<b>Morning Session</b>		
7:30-8:30	REGISTRATION	City Library Personnel
8:30-9:00	OPENING PROGRAM	
	National Anthem	AVP
	Opening Prayer	AVP
	Welcome Remarks	<b>Dr. Venus Maria SM. Estonilo</b> <i>Chief Education Supervisor, CID</i>
	Presentation of Participants	<b>Dr. Renata G. Rovillos</b> <i>Education Program Supervisor, LR</i>
	Inspirational Messages	<b>Dr. Lourdes D. Servito, CESE</b> <i>Asst. Schools Division Superintendent</i>
	Training Overview & House Rules	<b>Dr. Lorna G. Bugayong, CESO VI</b> <i>Schools Division Superintendent</i>
		<b>Mdm. Corazon C. Langit</b> <i>Librarian IV/City Librarian</i>
<b>SEMINAR PROPER</b>		
9:00-10:00	Organization of School Library	<b>Mdm. Ophelia Q. Vergonia</b> <i>Public Schools District Supervisor</i>
10:00-10:15	Health Break	
10:15-12:00	Cataloguing	<b>Miss Maria Rosario N. Tucay</b> <i>Registered Librarian/Librarian I</i>
		<b>Ms. Judie Ann D. Cayetano</b> <i>Registered Librarian/Librarian I</i>
<b>Afternoon Session</b>		
12:00-1:00	Lunch Break	
1:00-2:00	Open Forum	<b>Mr. Jan Vincent D. Galvez</b> <i>Librarian II</i>
2:00-3:00	City Library Tour	<b>Mdm. Corazon C. Langit</b> <i>Librarian IV/City Librarian</i>



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region I  
**SCHOOLS DIVISION OFFICE**  
DAGUPAN CITY



3:00:3:30	Library Benchmarking activity at Dagupan E-Library	<b>Mdm. Corazon C. Langit</b> <i>Librarian IV/City Librarian</i>
3:30- 5:00	<b>CLOSING PROGRAM</b>  Dagupan E-Library, Bonifacio St., Poblacion Oeste, Dagupan City  Prayer  Unity Dance  Words of Challenge  Distribution of Certificates	AVP  <b>Dr. Venus Maria SM. Estonilo</b> <i>Chief Education Supervisor, CID</i>
<b>Mr. Jan Vincent D. Galvez</b> Emcee		