



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Division Memorandum

No. 176, s. 2022

To: CID Personnel
School Heads
All Others Concerned

From: **IRENE S. ANGWAY**, PhD, CESO VI
Schools Division Superintendent

Date: June 8, 2022

Subject: ORIENTATION OF TEACHER LIBRARIANS/SCHOOL LR
COORDINATORS ON LIBRARY ORGANIZATION

1. In preparation for the Division monitoring on the establishment of school libraries, and in support to the provision of varied learning resources for enhanced learning delivery, the Curriculum Implementation Division through the Learning Resource Management Section will conduct an orientation for teacher librarians and school LR Coordinators on library organization and management on **June 10, 2022** at **Davidson Hotel and Restaurant**, Bulanao, Tabuk City.
2. The objectives of the activity are as follows:
 - a. to orient teachers on the basics of library management and library services for a functional school library and Learning Resource Center.
 - b. to upskill participants on the establishment of a school library/LR Center
 - c. to provide intervention strategy as support to Project **Bawat Bata Bumabasa, Read to Lead** and **Project Tabuk Reading intervention Program (TRIP)**.
3. The participants of the said activity will be the school LR Coordinators/teacher librarians.
4. Participants are requested to bring laptops and the school inventory of learning resources for the workshop.
5. Attached is the matrix of activities for reference.
6. Immediate dissemination and compliance to this memorandum is desired.



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga

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Attachment A: Division Memorandum No. ____

**ORIENTATION OF SCHOOL LIBRARIANS/SCHOOL LR COORDINATORS
ON LIBRARY ORGANIZATION**

MATRIX OF ACTIVITIES

Davidson Hotel, Bulanao, Tabuk City
June 10, 2022

TIME	ACTIVITY	PERSON INCHARGE
7:30 - 8:00	Registration	LR Staff
8:00 - 9:00	Opening Program	
	Nationalistic Song	Joan M. Ranjo PSDS-ETD 2
	Prayer	Ferdinand Malagyab PSDS-ETD 1
	Welcome & Opening Remarks	Ramonchito A. Soriano CES-CID
	Presentation of Participants	Cornelia D. Peralta PSDS-WTD 1
	Statement of Purpose	Helen B. Orap EPS-LRMS
9:00 - 10:00	Introduction to Library Management	Teofila P. Agsunod Division Librarian 2
10:00-10:15	HEALTH BREAK	
10:15-12	Basic Library Services: Circulation (Lending & Returning of books)	Connie Lou B. Codiam School Librarian 2 TCNHS
12:00-1:00	LUNCH BREAK	
1: 00 - 3:00	Organization of Library Materials/LRC Learning Resources	Teofila P. Agsunod Division Librarian 2
3:00-4:00	Workshop on Accessioning/Recording	Facilitators
4:00-5:00	Closing Program	



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