



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY  
City of Kabankalan



February 04, 2020

**DIVISION MEMORANDUM**

No. 36 s.2020

**TRAINING-WORKSHOP ON SCHOOL LIBRARY ESTABLISHMENT AND  
COLLECTION MANAGEMENT**

TO : Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Concerned

1. The Schools Division Office of Kabankalan City through the Learning Resource Management (LRMS) will conduct a two day live-out Training-Workshop on School Library Establishment and Collection Management on February 18-19, 2020 from 8:00 AM to 5:00 PM at the Division Library Hub.
2. The training workshop aims to:
  - a. Capacitate the designated School Teacher-Librarians or School LR Coordinators in managing the resources in the School Learning Resource Centers.
  - b. Discuss the process, tools and standards in establishing School Library.
  - c. Familiarize them with the basic cataloguing procedures in organizing library collection.
3. The participants are found in enclosure No. 1 of this memorandum.
4. The food of the participants are chargeable against HRTD fund. Travel expenses of the participants shall be charge against the school MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum is desired.

**PORTIA M. MALLORCA, PhD., CESO V**  
Schools Division Superintendent



Enclosure No. I for Division Memorandum No. \_\_\_\_\_, s.2020

**List of participants are the designated Teacher-Librarian  
 or LR Coordinator of the following Schools:**

1. Badiangay ES	37. Tampalon ES
2. Hinapunan IS	38. Tampalon NHS
3. Oringao ES	39. Kabankalan NHS
4. Tagukon NHS	40. Camansi ES
5. Florentino Galang Sr., NHS	41. Camansi NHS
6. Pres. Osmena ES	42. Talubangi NHS
7. Bula ES	43. Casipsipan ES
8. Tagukon ES	44. Lorenzo Zayco ES
9. Carol-an NHS	45. ERAMS West ES
10. Carol-an ES	46. DC GURRUCHARI MS
11. Camingawan ES	47. Hilamonan ES
12. NOAC ES	48. Talubangi ES
13. San Jose ES	49. Balagtingon ES
14. Dr. Pablo Torre ES	50. Amian ES
15. Candiacap ES	51. Linao ES
16. Magballo ES	52. Ilan ES
17. Tapi NHS	53. Tan-awan NHS
18. PACAO ES	54. Ballo ES
19. Dacongogon ES	55. Mamig ES
20. Daan Banua ES	56. Basak ES
21. Daan Banua NHS	57. Yanog ES
22. Binicuil NHS	58. Kabanyohan ES
23. Binicuil ES	59. Tapi ES
24. Jose Peralta MS	60. Magtongtong ES
25. Bantayan ES	61. Pitgong ES
26. Bantayan NHS	62. Salong NHS-San Jose Ext.
27. Locotan ES	63. Camugao ES
28. Pinaguinpinan NHS	64. SONEDCO ES
29. Tabugon ES	65. Matama ES
30. Tabugon NHS	66. Salong NHS
31. Tagoc ES	67. Calabasahan ES
32. Inapoy ES	68. Binicuil NHS-Lupni Ext.
33. Salong ES	69. Bantayan NHS, Baras Diutay Ext.
34. Balisong ES	70. Baras Diutay ES
35. Tan-awan ES	71. Locotan NHS
36. ERAMS East ES	72. Tapi NHS, Magballo Ext.

*[Handwritten signature]*