



Republic of the Philippines  
**Department of Education**



Office of the Secretary

DepED MEMORANDUM  
No. **111**, s. 2008

MAR 05 2008

LIBRARY MANAGEMENT TRAINING

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. The Department of Education (DepED) through the Office of the Undersecretary for Finance and Administration and the Staff Development Division-Human Resource and Development Service (SDD-HRDS) will conduct the Library Management Training for School Librarians on the following dates and venues:

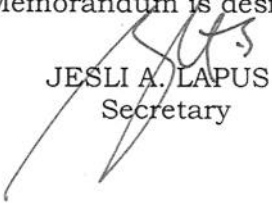
Regions	Dates	Venue
I, II and CAR	April 15-17, 2008	Within the area of San Fernando, La Union
III, IV-A and IV-B	April 29-May 1, 2008	Within the area of Palawan
V	May 13-15, 2008	RELC, Legaspi City
VIII	May 27-29, 2008	RELC, Palo, Leyte

2. The workshops will equip school librarians with new concepts and tools in library management, report preparation and book inventory and orient them on DepED guidelines and mechanisms on library management that apply to school libraries and library hubs.

3. Participants to the workshops are librarians and teachers designated as librarians and managers of library hubs. Those who have attended the first run of the training in 2007 need not attend. Participating regions are to send 25 participants. Respective offices are expected to send a list of participants to the Office of the Staff Development Division-Human Resource Development Service (SDD-HRDS) c/o Ms. Cleofe Velasquez Ocampo at tel. nos. (02) 633-7237 or (02) 638-8638. Participants are advised to report to the venue in the afternoon of the day before the first day of training.

4. Board and lodging of participants and staff, travel and per diem of facilitators, resource persons and project staff, honoraria of external resource persons and extra duty allowance of facilitators and project staff, supplies and contingency funds are chargeable against HRTD funds while travel and per diem of all participants are charged to local funds subject to the usual accounting and auditing rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.

  
JESLI A. LAPUS  
Secretary

Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

LIBRARY

TEACHERS

TRAINING PROGRAMS