



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



September 3, 2019



**DIVISION MEMORANDUM**

No. 182 s. 2019

To: Asst. Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

**TRAINING-WORKSHOP ON THE ESTABLISHMENT, IMPROVEMENT  
AND MANAGEMENT OF SCHOOL LIBRARIES**

1. This Office is pleased to announce the conduct of the Training-Workshop on the Establishment, Improvement and Management of School Libraries on September 18-20, 2019 at the Learning Resource Center (LRC) of Francisco Homes Elementary Schools (FHES), Block 6 Lot 1 Phase F Brgy. Narra, Francisco Homes, San Jose del Monte City, Bulacan
2. This activity aims:
  - a. to orient the library hub school coordinators/librarians on the duties and responsibilities,
  - b. to train participants on the basic library works, and
  - c. to determine the status of school LRCs
3. Enclosures Nos. 1 and 2 contain the List of Participants and Matrix of Activities, respectively.
4. Provisions for meals and snacks shall be charged against Division MOOE while transportation expense shall be charged against school fund subject to the usual accounting and auditing procedures.
5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

**TRAINING-WORKSHOP ON THE ESTABLISHMENT, IMPROVEMENT AND MANAGEMENT OF SCHOOL LIBRARIES**  
**September 18-20, 2019**  
**MATRIX OF ACTIVITIES**

Day 1 September 18, 2019			Day 2 September 19, 2019			Day 3 September 20, 2019		
Registration		8:00-8:30 AM	Registration		8:00-8:30 AM	Registration		8:00-8:30 AM
National Anthem	Arlene Fajardo Master Teacher I	8:30-8:35 AM	Opening Prayer	Andre Rose S.F. Santos Teacher III	8:30-8:35	Opening Prayer	Grace C. Policarpio School Librarian	8:30-8:35
Opening Prayer	Evelyn E. Tajan School Librarian	8:35-8:40	Energizer		8:35-8:50	Energizer		8:35-8:50
Opening Remarks	Dr. Annalyn L. German EPS I - LRS	8:40-8:50	MOL	Glen V. Lagunsad Teacher III	8:50-9:00	MOL	Carla Angela A. Foronda Teacher II	8:50-9:00
House Rules	Jocil C. Librarian Librarian II	8:50-8:55	S N A C K S		9:00-9:30	S N A C K S		9:00-9:30
Groupings	Jocil C. Razal	8:55-9:00	<b>The Mission &amp; Vision of Public School Libraries School Library Activities</b>	Jocil C. Razal Librarian II	9:30-10:30	<b>Library Marketing through Blogs and Social Media</b>	Romel Rafor Jaime Chief Librarian	9:30-10:30
Group Activity	*5/10 per group	9:10-9:30			10:30-11:00		Workshop	Workshop *Groupings
S N A C K S		9:30-9:45	Workshop *Groupings		11:00-12:00	<b>The Learning Corner</b>	Maria Eleonor D. Gavino PDO II - LRMS	11:30-12:00
Group Activity		9:45 AM-12:00 PM	L U N C H		12:00-1:00 PM	L U N C H		12:00-1:00 PM
L U N C H		12:00-1:00	Energizer		1:00-1:15	Energizer		1:00-1:15
Group Activity		1:00-2:00	<b>Research, Innovation and IGP</b>	John Patrick A. Palad MT-III	1:15-2:15	<b>Creative Library</b>	Mark Francis P. Fulgado Senior Librarian	1:15-2:15
<ul style="list-style-type: none"> <li>• <b>Orientation of new Library Hub School Coordinators/ Librarians</b></li> <li>• <b>Duties and Responsibilities of School Librarians</b></li> </ul>	Jocil C. Razal Librarian II	2:00-3:00	Workshop *Groupings		2:15-3:00	Workshop *Groupings		2:15-3:15
						S N A C K S		3:15-3:30
S N A C K S		3:00-3:30	S N A C K S		3:00-3:30	<ul style="list-style-type: none"> <li>• Insights (per group)</li> <li>• Closing Ceremony/Awarding of Certificates</li> </ul>		3:30-4:00
<ul style="list-style-type: none"> <li>• <b>Workshop on Basic Library Works</b></li> </ul>		3:30-4:30 4:30-5:00	<b>School Partners in School Library Establishment, Improvement &amp; Management</b>	Maria Eleonor D. Gavino PDO II	3:30-4:00	<ul style="list-style-type: none"> <li>• Closing Remarks</li> <li>• Announcement</li> </ul>		4:00-4:15
			Workshop *Groupings			4:00-5:00	Closing Prayer	Lorely DP. Ferrer Teacher I

Prepared by:

  
**JOCIL C. RAZAL**  
 Librarian II

Noted:

  
**DR. ROLANDO T. SOTELO**  
 CID Chief



**TRAINING-WORKSHOP ON THE ESTABLISHMENT, IMPROVEMENT AND MANAGEMENT OF SCHOOL LIBRARIES**

September 18-20, 2019

No.	Name			Gender	Position / Designation	Station / School
1	ROLANDO	T.	SOTELO	Male	CID Chief	SDO-CID
2	LYDIA	T.	VELUNTA	Female	PSDS	SDO-CID
3	MARIA ELEONOR	D.	GAVINO	Female	PDO II-LRMS	SDO-CID
4	JOCIL	C.	RAZAL	Male	Librarian II	SDO-CID
5	ROMEL	R.	JAIME	Male	Chief Librarian	ACL College Gapan
6	MARK FRANCIS	P	FULGADO	Male	Senior Librarian	ABE/AMA Fairview
7	MELITA	A.	MAYO	Female	Teacher II	Muzon HS
8	ANDRE ROSE	SF.	SANTOS	Female	Teacher II	Paradise Farms NHS
9	NOREEN	A.	SAGUN	Female	Teacher I	Kaypian ES
10	JASMIN	G.	OBALDO	Female	Teacher I	SJDM Heights ES
11	IRIEN	A.	ALMARIO	Female	Teacher I	Graceville NHS
12	LANIE	A.	UMANGAY	Female	Teacher I	Marangal ES
13	JADE MAR	C.	QUIJANO	Male	Teacher I	BBF ES
14	LADY CZARINA	S.	MATE	Female	Teacher I	Guijo ES
15	DENNIS	G.	BENEDICTO	Male	Teacher I	Graceville ES
16	VENUS	S.	GONZAGA	Female	Teacher I	Kakawate NHS
17	RODELYN	O.	CALICA	Female	Teacher I	San Manuel ES
18	MARIA BLESILDA	A.	GOJO CRUZ	Female	Teacher I	Muzon Harmony Hills HS
19	MARIZAR	B.	DEL ROSARIO	Female	Teacher III	BBE ES
20	SHERELLE	M.	CRUZ	Female	Teacher I	BBC ES
21	NELIA	B.	AGUERAN	Female	Teacher III	Gumaok ES
22	LORENZA	C.	PAGAYON	Female	Teacher III	BBG ES
23	ANALYN	A.	MAESTRADO	Female	Teacher III	Minuyan ES
24	FRANCIS	P.	DOLOT	Male	Teacher I	San Manuel HS
25	SALVACION	N.	DIMLA	Female	Teacher I	Citrus NHS
26	LAUREANA	A.	SIDEÑO	Female	Teacher III	BBA ES
27	TERESA	A.	TEGIO	Female	Teacher III	Francisco Homes ES
28	CARLA ANGELA	A.	FORONDA	Female	Teacher II	Sto. Cristo NHS
29	APRIL	F.	HERRERA	Female	School Librarian I	SJDM Trade School
30	BIEN HANNA	P.	CARLOS	Female	Teacher I	Heroesville ES
31	LORELY	D.P.	FERRER	Female	Teacher I	Sto. Cristo ES
32	ROWELYN	P.	GARADO	Female	Teacher I	Towerville NHS
33	JOJI GRACE	J.	DUEÑAS	Female	Teacher I	San Martin NHS
34	ARLENE	D.P.	FAJARDO	Female	Master Teacher I	Paradise Farms CS
35	VERGIE	SB.	TOMOTORGO	Female	Teacher II	Partida ES
36	AVEGRIL	A.	ARPON	Female	Teacher I	SJDMNHS
37	MELINDA	F.	OJEDA	Female	Teacher I	CSJDMN Science HS
38	MARIA CHRISTINA	G.	GERONA	Female	Teacher I	Gaya Gaya ES
39	GLEN	V.	LAGUNSAD	Male	Teacher II	San Roque ES
40	EMARC SAMUEL	S.	FUENTES	Male	Teacher I	Dulong Bayan ES
41	RACHEL	B.	MARMITO	Female	Teacher I	Goldenville ES
42	MARK ISON	G.	BRÑOOLA	Male	Teacher I	Ricafort ES
43	PRINCESS JOY	V.	ARUTA	Female	Teacher	BBD ES
44	EDNA	B.	PAUIG	Female	Master Teacher I	San Isidro ES
45	EVELYN	E.	TAJAN	Female	School Librarian I	SPNHS
46	MARY GRACE	C.	POLICARPIO	Female	School Librarian I	SPNHS

47	JOHN PATRICK	A.	PALAD		Male	Master Teacher II	SJDM Central School
48	BIANCHIE	M.	VILLANO		Female	Teacher I	SJDM Heights HS
49	VIRGINIA	S.	MENDOZA		Female	Teacher III	BBB ES
50	MICHELLE	E.	DEL CARMEN		Female	Teacher III	BBH ES
51	EVERLY	G.	DE GUZMAN		Female	Teacher I	Benito Nieto ES
52	JOY	S.	FLORES		Female	Teacher I	kakawate ES
53	ANABEL	G.	PALIZA		Female	Teacher III	Muzon Pabahay ES
54	ROSELYN	B.	CORTEZ		Female	Teacher I	Minuyan NHS
55	CHRISTINE	A.	ACEDERA		Female	Teacher II	Kaypian NHS
56	ANDREA LARRICE	M.	ESCUDERO		Female	Teacher I	Mulawin HS
57	JULIETA	B.	RAQUEL		Female	Teacher I	BBI ES
58	CHRISTINE JOY	B.	ALBORES		Female	Teacher I	Sapang Palay Proper ES
59	MA. GINELIE	O.	TAPIS		Female	Teacher I	Marangal NHS
60	MARY ALLISON	P.	BRACERO		Female	Teacher I	San Rafael NHS
61	JOSHUA GLENN	R.	INTONG		Male	Teacher III	Towerville ES
62	MARITES	L.	CHIO		Female	Teacher III	Tungkong Mangga ES