



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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July 27, 2017

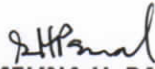
DIVISION MEMORANDUM

No. **122** s. 2017

To : Assistant Schools Division Superintendent
CID Chief
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads

DIVISION WRITESHOP ON THE DEVELOPMENT OF LRMDs MANUAL OF OPERATIONS

1. This Office will conduct the **Division Writeshop on the Development of LRMDs Manual of Operations** on August 9-11, 2017 at the Division Library Hub.
2. The activity aims to develop a Manual of Operations that will serve as guide to all the Division Office and School Personnel in implementing the LRMDs policies, processes, guidelines, standards and specifications.
3. The names of the participants are listed in the Inclosure of this memorandum.
4. Participants are advised to bring the following:
 - a. Laptop
 - b. Sample of Manual of Operations
 - c. Reference Materials
5. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



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LIST OF PARTICIPANTS

- | | | |
|---------------------------------|---|--------------------------------|
| 1. Dr. Rolando T. Sotelo | - | CID Chief |
| 2. Marlon P. Daclis | - | EPS I – LRMDs |
| 3. Maria Eleonor B. del Rosario | - | Project Development Officer II |
| 4. Jocil C. Razal | - | Librarian II |
| 5. Mar-Ben O. Fontanillas | - | Minuyan NHS |
| 6. Rosalie V. Feliciano | - | Sapang Palay NHS |
| 7. Rovian O. Pimentel | - | Citrus NHS |
| 8. Allen Ray M. Belisario | - | Kaypian NHS |
| 9. Melita E. Mayo | - | Muzon NHS |
| 10. Paula Xaviera C. Gonzales | - | Towerville NHS |
| 11. Andrei Rose S. Santos | - | Paradise Farms NHS |
| 12. Lordilyn P. Ignacio | - | Kaypian ES |
| 13. Glen V. Lagunsad | - | San Roque ES |
| 14. Ma. Michelle G. Macawile | - | Minuyan ES |
| 15. Marilyn Q. Simbulan | - | Bagong Buhay F ES |
| 16. Dianne Marie L. del Rosario | - | Towerville ES |