



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

July 13, 2026

DIVISION MEMORANDUM

No. 561 , s. 2026

Capacity-Building and Coordination Meeting for School Library In-Charge/School Librarians on Library Resource Management and Program Implementation

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Elementary and Secondary School Principals
Division LRMDs Personnel
School Library Coordinators/In-Charge/School Librarian
All Others Concerned

1. Pursuant to the continuous strengthening of library services and resource management in schools, this Office, through the Curriculum Implementation Division (CID), shall conduct the Capacity-Building and Coordination Meeting for School Library In-Charge on Library Resource Management and Program Implementation July 18, 2026, @8:00 AM, at the Division Conference Hall.
2. The activity aims to:
 - a. discuss updates related to school library operations.
 - b. review accomplishments and challenges encountered during the previous quarter;
 - c. provide guidance on library management, utilization of learning resources, and reporting requirements; and
 - d. strengthen collaboration among school library coordinators in promoting effective library services.
3. The agenda of the meeting shall include:
 - a. Division and Regional Library Updates;
 - b. Status of School Library Operations;
 - c. Utilization of Supplementary Reading Materials and Learning Resources;
 - d. School Library Monitoring and Reporting;
 - e. Upcoming Library Programs and Activities; and
 - f. Other Matters.
4. The participants of the meeting shall be as follows:

School	Name of Participant
Bool Elementary School	Mechiel V. Licos
Booy Elementary School	Claressa Samoranos
Booy South Elementary School	Delia A. Bumotad
Cabawan Elementary School	Rosalie Tamayo
City East Elementary School	Angie Ayos
Cogon Elementary School	Ma. Loida Jandayan
Dampas Elementary School	Divina Pastolero
Dao Elementary School	Miraflor Cajes

Eastern Cogon Elementary School	Jocelyn L. Espuelas
Manga Elementary School	Maria Eden Pantinople
Mansasa Elementary School	Rosita Ampo
San Isidro Elementary School	Marigem Ingles
SPED Center	Zita T. Barrera
Tagbilaran City Central Elem. School	Aileen Q. Lopernez
Taloto Elementary School	Celerina Ramirez
Tiptip Elementary School	Jocelyn R. Lajot
Ubujan Elementary School	Odessa C. Yecyec
City of Tagbilaran National HS	Deije C. Acero
Cogon National High School	Ma Leni M. Dacullo
Dr Cecilio Putong NHS-JHS	Daisy R. Sumaylo
Dr Cecilio Putong NHS-SHS	Mary Faith I. Barrete
Manga National High School	Christine Tiara T. Zamora
Mansasa National High School	Anna Marie J. Gutang
San Isidro National High School	Maureen B. Balaba
Tagbilaran City Science High School	Marjorie Gantalao
Tagbilaran High School Impaired	Zita T. Barrera
Taloto National High School	Aiza J. Saligan
Division Personnel	Margarita L. Tejano

5. A registration fee of Five Hundred Pesos (Php 500.00) shall be collected from each participant to defray the expenses for meal and snacks. Participants are requested to pay the registration fee upon registration on the day of the meeting.
6. All identified participants are directed to attend the meeting. Travel and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. Teachers are entitled to service credits pursuant to DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers. Moreover, Related Teaching and Non-Teaching Staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Services Rendered.
8. Immediate dissemination of and compliance with this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
 Schools Division Superintendent