




Republic of the Philippines  
Department of Education  
REGION VIII

**SCHOOLS DIVISION OF CALBAYOG CITY**

**DIVISION MEMORANDUM**

OCID- 147 s. 2024

**To:** Chief, CID  
Public District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

**FROM:**  **MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



**SUBJECT: URGENT MEETING FOR SCHOOL LIBRARIAN-DESIGNATE**

**Date:** March 11, 2024

- In response to RM No. 249 s. 2024, this office through the Curriculum Implementation Division in coordination with the Learning Resource Management and Development Section shall conduct a Conference for the School Librarian-Designate on March 12, 2024 at 8:00 AM, SDO Library, Old Bldg. SDO Calbayog City.
- This activity aims to:
  - update the status of the functionality of the school library;
  - share best practices in the establishment of the school library; and
  - provide technical assistance on library management.
- The participants in this activity are as follows:

No.	Name	School	District
1	Ma. Nelia T. Lao	Calbayog Pilot Central School	Calbayog 2
2	Emma A. Suarino	Calbayog East Central School	Calbayog 4
3	Nelia Tomenes	San Policarpo Central School	Calbayog 5
4	Christine Joy Labonite	Cagsalaosao Elementary School	Calbayog 5
5	Emilia M. Jaguio	Trinidad Central School	Calbayog 6
6	Carissa V. Novela	Anislag Elementary School	Calbayog 6
7	Lovely Balonzo	Oquendo National High School	Oquendo 1
8	Maryjane Tenorio	San Rufino Elementary School	Oquendo 2
9	Angelica Ramonida	Tarabucan National High School	Oquendo 2
10	Erwin P. Delgado	Macatingog Integrated School	Oquendo 3

11	Rufa C. Sumayo	Calbayog City National High School	Calbayog 3
12	Margielyn F. Estrelles	CADSEV	Calbayog 5
13	Tricia Rose Chua	Malajog Integrated School	Tinambacan 1
14	Rosemarie Paulino	San Joaquin Central School	Tinambacan 2
15	Januel Rey Amoto	San Joaquin National High School	Tinambacan 2
16	Jake A. Balolot	Peña I National High School	Tinambacan 3
17	Jerson N. Petilos	Malaga National High School	Tinambacan 3
18	Alma Sumangit	Cagmanipis Norte Integrated School	Tinambacan 3

4. Teachers who will attend the meeting shall secure a Displacement Form to ensure that someone will take charge of the class/es, in adherence to the provisions of DepEd Order No. 34, s.2022, titled School Calendar of Activities for School Year 2022-2023 and DepEd Order 9, s.2005, titled Instituting Measures to Increase Engaged Time-On-Tasks and Ensuring Compliance Therewith . The school head shall sign the form and supervise the displacement of classes.
5. All expenses incurred by all the participants will be charged against respective MOOE/ Local Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this memorandum are desired.



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