



FEB 12 2009

DepED MEMORANDUM  
No. 55, s. 2009

LIBRARY MANAGEMENT TRAINING

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

1. In coordination with the Office of the Undersecretary for Finance and Administration, the Staff Development Division, Human Resource Development Service (SDD-HRDS) will conduct a three-day Training on Library Management for School Librarians on the following dates and venues:

Regions	Dates	Venue
I, II, III, CAR, IV-A, IV-B	October 6-8, 2009	GSP, Tagaytay City
V, VI, VII, VIII, NCR, CO	October 27-29, 2009	Within the area of Bacolod City
IX, X, XI, XII, CARAGA, ARMM	November 17-19, 2009	Within the area of Dipolog City

2. The training workshop will equip school librarians with the new concepts and tools in library management like:

- a. Improvement of the library system on the area of automated cataloging, classification of periodicals and acquiring titles of the books;
- b. Establishment of linkages with other libraries in localities and other places of the country; and
- c. Orient them on DepED guidelines and mechanism on library management that apply to school libraries and library hubs.

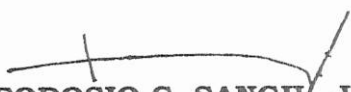
3. Participants to the training are librarians and teachers designated as librarians and managers of library hubs. Those who have attended the training in 2008 need not attend.

4. Each region will send 15 participants to ensure that all divisions are represented. Participants are expected to be at the venue at 5:00 p.m. on Day 0. **(Late comers will not be accepted after lunch of the first day).**

5. List of nominees-participants per region must be submitted through fax one week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City c/o Ms. Maria Fe C. Moncada at telefax no. (02) 633-7237/(02) 638-8638.

6. Traveling expenses and per diem of participants are chargeable against local funds while board and lodging, travel expenses and per diem of facilitators, resource persons, training package cost, supplies, function room rental, extra duty allowance of facilitators and project staff and contingency funds are chargeable against HRTD Funds, subject to the usual accounting and auditing rules and regulations.

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

  
**TEODOSIO C. SANGIL, JR.**  
Undersecretary  
Officer-in-Charge

Reference: DepED Memorandum: No. 111, s. 2008

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

LIBRARY  
TEACHERS  
TRAINING PROGRAMS  
WORKSHOPS

Sally: library management training  
February 11, 2009