Unnumbered Memorandum

29 November 2022

WORKSHOP ON THE FINALIZATION OF THE DRAFT GUIDELINES IN THE ESTABLISHMENT, MANAGEMENT AND OPERATION OF THE DEPED LIBRARIES

To Schools Division Superintendents of Bacoor City, Biñan City and Imus City


2. The identified participants in this national activity are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Office/ Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer U. Cruz</td>
<td>Librarian II</td>
<td>SDO Bacoor City</td>
</tr>
<tr>
<td>Alan E. Medenilla</td>
<td>Librarian II</td>
<td>SDO Biñan City</td>
</tr>
<tr>
<td>Reden M. Cruzado</td>
<td>Librarian II</td>
<td>SDO Imus City</td>
</tr>
</tbody>
</table>

3. Board and lodging of the participants will be shouldered by the Bureau of Learning Resources. Travelling expenses will be reimbursed through funds to be downloaded to the Regional office chargeable to BLR Textbooks and Other Instructional Materials Fund subject to the usual government accounting and auditing rules and regulations upon submission of required documents. If the downloaded fund for travel expenses is not enough, the excess amount shall be charge to the respective office’s local funds. The participants are required to take the most economical means of transportation in attending this activity and are requested to bring laptop and vaccination card.

4. For clarification and further inquiries, you may contact Mr. Marlon G. Ompoc, Librarian II of BLR-Quality Assurance Division, at (02) 8631-9294 or marlon.ompoc@deped.gov.ph.

5. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: clmd/dcta