



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

CID-2023- 408

To : Public Schools District Supervisors  
School Heads  
School Librarian Designate

Subject : Basic Training on the Establishment of a Functional School Library

Date : October 9, 2023

The Learning Resource and Management Section of DepEd Digos City Division will be conducting the **Basic Training on the Establishment of a Functional School Library** on **October 21, 2023 at Digos City National High School from 8:00 am to 5:00pm.**

In relation to this, school librarian designates are advised to attend the training to capacitate school library in-charge on the basic library skills, on the different library activities and services.

The participation on this activity is relevant since LRMS Digos City Division envisions to have a functional school library in all elementary and secondary schools in the division.

Moreover, this training serves as a response to the campaign of LRMS Central Office in facilitating student-centered learning and teaching processes through the aid of a functional school library.

All expenses incurred relative to the attendance of the training shall be charged against local funds and other sources of funds, subject to the usual accounting and auditing rules and regulations.

Service credits shall be granted to all public-school teacher-participants for the services rendered during Saturdays, Sundays, holidays or end of school year/summer (DepEd Order No. 53, s. 2003).

For information, compliance and immediate dissemination.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, CESO VI**  
OIC-Schools Division Superintendent

Enclosed: As stated.  
CID/LR/lts

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
23-109999  
DATE: OCT 09 2023 TIME: 12:00 PM  
BY: *[Signature]*



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