



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-165

To : Curriculum Implementation Division Chief
Attention: JUVY A. COMAINGING-Librarian II

Subject : **REVIEW OF RESOURCE DESCRIPTION ACCESS (RDA) FOR CATALOGING SLRs USING KOHA LIBRARY MANAGEMENT SYSTEM**

Date : May 9, 2024

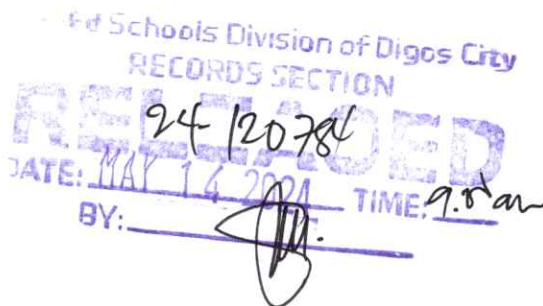
In reference to Regional Memorandum CLMD-2024-252, this office informs that you are directed to attend the **Review of Resources Description Access (RDA) for Cataloging SLRs using KOHA Library Management System** on May 17, 2024, from 8:00 am to 5:00 pm at DepEd Regional Office XI, Learning Resource Management Section.

Relative to this activity, you are advised to bring laptop. Food and travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

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

Enclosed: As stated,
CID/LR/lts



Records



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos City
RECORDS SECTION

24-30412
RECEIVED 120784
DATE: 07 MAY 2024 TIME: 1:10
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
CLMD-2024-252

To : Schools Division Superintendents
Subject : REVIEW OF RESOURCE DESCRIPTION ACCESS (RDA) FOR
CATALOGING SLRs USING KOHA LIBRARY MANAGEMENT SYSTEM
Date : MAY 6, 2024

Relative to KOHA Library Management System of the Regional Office and Schools Division Office Libraries, this Office advises the SDO Librarians to attend in the Review of Resource Description Access (RDA) for Cataloging SLRs Using KOHA Library Management System on May 17, 2024 from 8:00 AM to 5:00 PM at DepEd Regional Office XI, Learning Resource Management Section.

The participants are also advised to bring laptop.

Food and travel expenses of the 12 SDO Librarians shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASE

Enclosed: As stated.

ROC12/aca

By: [Signature] May 07, 2024
Date: 30412



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
 CLMD-2024-195

To : Schools Division Superintendents
 Chief Education Supervisor - CLMD

Subject : ADDITIONAL INFORMATION FOR THE CONDUCT OF TRAINING-
 WORKSHOP ON KOHA LIBRARY MANAGEMENT SYSTEM FOR
 SCHOOLS DIVISION OFFICE LIBRARIANS

Date : April 12, 2024

Relative to Regional Memorandum CLMD-2024-185, re: **Training-Workshop on KOHA Library Management System for Schools Division Office Librarians**, this Office informs the field of the following additional information:

Activity	Date	Persons Involved
Remote/Online Coaching for the Work Application on KOHA LMS	April 22-26, 2024	RO and SDO Librarians Benjade T. Palmero, <i>Resource Person</i>
Attendance Link will be provided through MS Teams		

Details of the activity are found in the enclosure.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
 Director IV

Enclosed: As stated.

ROC12/aca

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

By: *[Signature]*
 Date: *Apr 12 2024*
 29339

By the Authority of the Regional Director:

[Signature]
 ROY G. ENRIQUEZ
 Chief Administrative Officer
 Officer-in-Charge

APR 12 2024



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Republic of the Philippines
Department of Education
 DAVAO REGION

ACTIVITY MATRIX
TRAINING-WORKSHOP ON KOHA LIBRARY MANAGEMENT SYSTEM FOR SDO LIBRARIANS
 Davao City Library and Information Center
 C. Bangoy St., Davao City
 April 18-19, 22-26, 2024

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:30am-9:30am	Opening Program	Session 3: -Circulation Rules -Barcoding & Inventory Reports basic Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Davao City Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Davao del Sur Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Davao del Occidental Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Davao de Oro Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Davao del Norte Librarian Resource Person: Benjade T. Palmiero
10:00am-11:00am	Session 1 -Intro to Koha -Koha Interfaces Tour Resource Person: Benjade T. Palmiero		Resource Person: Benjade T. Palmiero	Resource Person: Benjade T. Palmiero	Resource Person: Benjade T. Palmiero	Resource Person: Benjade T. Palmiero	Resource Person: Benjade T. Palmiero
11:00am-12:00pm	Workshop 1: -Koha Basic Parameters -Global System Preferences -Patron Management Resource Person: Benjade T. Palmiero	Workshop 3: -Inventory -Generating Reports Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO IGACOS Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Mati City Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Panabo City Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Digos City Librarian Resource Person: Benjade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Davao oriental Librarian Resource Person: Benjade T. Palmiero

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12:00pm-1:00pm	Health break										
1:00pm-2:30pm	Session 2: -Cataloguing basics Resource Person: Benjyade T. Palmiero	Session 4: -Basic Maintenance -Basic Linux Commands Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO IGACOS Librarian Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Mati City Librarian Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Panabo City Librarian Resource Person: Person.	Remote Coaching on Work Application for KOHA LMS to SDO Digos City Librarian Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Davao oriental Librarian Resource Person: Benjyade T. Palmiero				
2:30pm-5:00pm	Workshop 2 -Cataloguing Resource Person: Benjyade T. Palmiero	Workshop 4: Updating the Linux Server -Updating the KOHA LS -Securing Back-up Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Tagum City Librarian Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Tagum City Librarian Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to SDO Panabo City Librarian Resource Person: Person.	Remote Coaching on Work Application for KOHA LMS to Regional Librarian Resource Person: Benjyade T. Palmiero	Remote Coaching on Work Application for KOHA LMS to Regional Librarian Resource Person: Benjyade T. Palmiero				

Prepared by:

Analiza C. Almaran
ANALIZA C. ALMARAN
 LRMS Manager

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Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
 CLMD-2024-185

To : Schools Division Superintendents

Subject : TRAINING-WORKSHOP ON KOHA LIBRARY MANAGEMENT SYSTEM
 FOR SCHOOLS DIVISION OFFICE LIBRARIANS

Date : April 8, 2024

Relative to Memorandum BLR-2023-07-1126, on the use of KOHA Library Management System, this Office will conduct the **Training-Workshop on KOHA Library Management System for Schools Division Office Librarians** on April 18-19, 2024 at Davao City Library and Information Center, Bangoy St., Poblacion District, Davao City.

List of participants and details of the activity are found in the enclosure.

Travel, board and lodging expenses shall be charged against local funds, while the meal expenses on April 18, 2024 (Day 1) shall be charged against ROP funds, subject to the usual government accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
 Director IV

By the Authority of the Regional Director

Enclosed: As stated.

ROC12/aca

REBONFAMIL R. BAGUIO
 Director III

11 APR 2024

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APR 12, 2024
 29300



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Republic of the Philippines
Department of Education
 DAVAO REGION

Training-Workshop on KOHA Library Management System
School Division Office Librarians
 April 18-19, 2024
 Davao City Library and Information Center,
 Davao City

List of Participants

Name	Designation	Office/Station
Management Team		
Mary Jean B. Aldeguer	Chief, CLMD	RO XI-CLMD
Analiza C. Almazan	EPS, LR Manager	RO XI-CLMD
Peter M. Cainglet	Librarian II	RO XI-CLMD
Mary Ann H. Acosta	Teaching Aid Specialist	RO XI-CLMD
Aurora I. Lagrama	Administrative Assistant II	RO XI-CLMD
Jashua C. Wong	Computer Programmer II	RO XI-IT Unit
Brenda S. Belonio	EPS (For QAME)	RO XI-QAD
Librarians		
Rosalie G. Antipuesto	Librarian II	SDO Davao City
Venus L. de Castro	Librarian I	SDO Davao City
Arlene U. Lastimoso	Librarian II	SDO Davao Occidental
Alpha Amor G. Manglicmot	Librarian II	SDO Davao del Sur
Juvy A. Comaingking	Librarian II	SDO Digos City
Teresita Helgason	EPS, LR Manager	SDO IGACOS
May H. Zarate	Librarian II	SDO Panabo City
Jeffrey E. Santiago	Librarian II	SDO Tagum City
Charline V. Udani	Librarian II	SDO Davao del Norte
Leah L. Baruiz	Librarian II	SDO Davao de Oro
Juversa V. Estrella	Librarian II	SDO Davao Oriental
Ailyn V. Ponce	Librarian II	SDO Mati City
Resource Person		
Benjade T. Palmero	Technical Assistant	University of Mindanao-Bansalan

Prepared by:

ANALIZA C. ALMAZAN
 EPS-LRMS Manager



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