



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 244

To : Curriculum Implementation Division Chief
Public Schools District Supervisors
School Head
DicNHS Librarian

Subject : **PARTICIPATION TO THE PD PROGRAM "TRANSFORMING SCHOOL LIBRARIES: ENHANCING ACCESS, INCLUSION, AND LEARNING SUPPORT"**

Date : July 8, 2025

In accordance with Regional Memorandum HRDD-2025-156, **Alma Adlawan Miralles**, School Librarian II of Digos City National High School, is hereby directed to attend the PD Program "**Transforming School Libraries: Enhancing Access, Inclusion, and Learning Support**" on August 4-8, 2025, at Baguio Teachers Camp, Baguio City.

Participants are expected to arrive at NEAP Baguio on August 3, 2025. Meals will be served from dinner on August 3 (Day 0) to afternoon snacks on August 8, 2025 (Day 5).

Board and lodging expenses for participants will be covered by NEAP Human Resource Development Funds. Travel expenses, including per diem and incidentals, will be charged to HRD funds to be downloaded by the DepEd Central Office to the Regional Office. Further details are provided in the enclosure.

Immediate dissemination of this Memorandum is desired.

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: JUL 09 2025 TIME: 3:22 PM
BY: [Signature]

Enclosed: As stated,
CID/LR/lts



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

RECEIVED



Republic of the Philippines
Department of Education
DAVAO REGION

DepEd Schools Division of Digos City
RECORDS SECTION
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03 JUL 2025
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DATE: BY:

July 1, 2025

REGIONAL MEMORANDUM
HRDD-2025-156

PARTICIPATION TO THE PD PROGRAM "TRANSFORMING SCHOOL LIBRARIES:
ENHANCING ACCESS, INCLUSION, AND LEARNING SUPPORT"

To: Assistant Regional Director
Schools Division Superintendents of Davao City, Davao de Oro, Davao del
Sur, Digos City and Tagum City
Chief Education Supervisor of the Curriculum and Learning Management
Division

1. Herewith is DM-OUHROD-2025-1405 dated June 25, 2025 from the Bureau
of Human Resource and Organizational Development regarding the Conduct of the
Professional Development Program on "Transforming School Libraries: Enhancing
Access, Inclusion, and Learning Support" on August 4-8, 2025 at Baguio Teachers
Camp, Baguio City. The activity will be participated in by the following:

Name	Position	Office
1. Peter Cainglet	Librarian III	CLMD
2. Alpha Amor G. Manglicmot	Librarian II	SDO Davao del Sur
3. Jeffrey E. Santiago	Librarian II	SDO Tagum City
4. Bellie Jane Antiquesa	School Librarian II	Davao City NHS
5. Alma Adlawan Miralles	School Librarian II	Digos City NHS
6. Celerina C. Dana	School Librarian III	Nabunturan NCHS

2. The expected time of arrival at NEAP Baguio will be on August 3, 2025. First
meal to be served in dinner on Day 0, and the last meal will be afternoon snacks on
Day 5, August 8, 2025.

3. The board and lodging of the participants will be charged against NEAP
Human Resource Development Funds, while the travel expenses including per diem
and other incidental expenses shall be charged against HRD funds which will be
downloaded by DepEd Central Office to the Regional Office. Relevant details are
found in the enclosure.

4. Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH/lrc

By: [Signature]
Date: 07/01/2025
12/21/8



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION BOX
RECEIVED SECTION

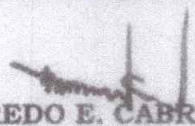
MEMORANDUM

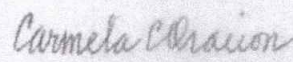
DM-OUHROD-2025-17405

By: 30 JUN 2025

625 RD 18
1:07

TO : Regional Directors
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development


CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM
"TRANSFORMING SCHOOL LIBRARIES: ENHANCING ACCESS,
INCLUSION, AND LEARNING SUPPORT" AND DOWNLOADING OF
FUNDS FOR THE TRAVEL EXPENSES OF PARTICIPANTS FOR THE
PURPOSE

DATE : 25 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct a professional development program for DepEd librarians titled **Transforming School Libraries: Enhancing Access, Inclusion, and Learning Support** on **04-08 August 2025** at **Baguio Teachers Camp, Baguio City**.
2. Developed in collaboration with library and information science professionals, this program aims to equip DepEd librarians with the knowledge, best practices, and up-to-date strategies in library management, information literacy, and integration of digital resources. As key instructional support personnel, librarians have a vital role in enhancing access to relevant learning materials for both teachers and learners. In view of the increasing technological integration in education, librarians must be adept in using digital tools, online databases, and research methodologies to effectively support the teaching and learning process.
3. The program has the following specific objectives:
 - a. Address key competency areas required for the effective delivery of library services;



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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- b. Enhance the skills, capabilities, and morale of DepEd librarians in performing their roles; and
 - c. Enable DepEd librarians to maximize the delivery of library services and other related functions to meet learner demands.
 4. In this regard, **each Regional Office (RO) is advised to send six (6) librarians**, composed of three (3) school librarians, two (2) librarians from Schools Division Offices (SDOs), and one (1) librarian from the RO, to participate in the program. They are requested to register through the link <https://forms.office.com/r/wDKnbKwPVx> on or before **18 July 2025**.
 5. The participants are expected to arrive at NEAP Baguio on 03 August 2025 (Sunday), 4:00 p.m., for a smooth registration and room assignment process. The meal schedule is as follows:
- | Meals | Sunday
Day 0 | Monday
Day 1 | Tuesday
Day 2 | Wednesday
Day 3 | Thursday
Day 4 | Friday
Day 5 |
|-----------|-----------------|-----------------|------------------|--------------------|-------------------|-----------------|
| Breakfast | | ✓ | ✓ | ✓ | ✓ | ✓ |
| AM Snack | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Lunch | | ✓ | ✓ | ✓ | ✓ | ✓ |
| PM Snack | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Dinner | ✓ | ✓ | ✓ | ✓ | ✓ | |
- a. Scanned copy of front and back covers of at least ten (10) library collections from their respective schools/offices;
 - b. Soft copy of the list of library collections; and
 - c. Soft/scanned copy of the library borrowers' log sheet (if available).
 7. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund.
 8. To cover the participants' travel expenses including per diem and other incidental expenses, the DepEd Central Office shall download HRD Fund amounting to **Php 1,074,000.00** to the ROs, to be distributed based on the **Allocation List (Enclosure 1)** provided.

Upon receipt of the Sub-Allotment Release Order, the RO HRDD Chiefs/NEAP R Focal Persons shall do the following:

- a. Coordinate with the Budget/Planning Officer for the proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received;
- b. Encode the corresponding activity and its purpose in the PMIS;
- c. Facilitate the further downloading of funds for the participants from the Schools Division Offices (SDOs) under their respective jurisdictions upon receipt of the final list of participants/endorsement signed by the Regional Director (RD); and
- d. Submit a copy of the final list of participants to the SDOs for their reference in processing the travel expenses of their participants.

The savings generated after the processing of travel expenses of the participants for the abovementioned activities may be used for other reimbursements of travel

expenses related to other activities conducted by NEAP Central Office. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against local funds, subject to the usual accounting and auditing rules and regulations.

9. The participants are entitled to *Compensatory Time-Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "*Non-Monetary Remuneration for Overtime Services Rendered.*"
10. The *Indicative Program of Activities* for this training will be disseminated through a subsequent memorandum/advisory.
11. Should you have questions and concerns, please coordinate with **Ms. Cecile Ferraz** or **Mr. Eric Sarmiento** of NEAP through email neap.pdd@deped.gov.ph / neap.od@deped.gov.ph / eric.sarmiento003@deped.gov.ph / macecilia.ferraz@deped.gov.ph or landline (02) 8638-8638/8715-9919.
12. For immediate dissemination and appropriate action.

Enclosure:

Enclosure 1 - Allocation List per Regional Office

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

AMOUNT OF BUDGET ALLOCATION PER REGION

Region	Total Participants	Total Budget for Travel Expense
CAR	6	15,000.00
NCR	6	27,000.00
NIR	6	84,000.00
Region 1	6	24,000.00
Region 2	6	27,000.00
Region 3	6	24,000.00
Region 4A	6	30,000.00
Region 4B	6	66,000.00
Region 5	6	75,000.00
Region 6	6	84,000.00
Region 7	6	84,000.00
Region 8	6	84,000.00
Region 9	6	90,000.00
Region 10	6	90,000.00
Region 11	6	90,000.00
Region 12	6	90,000.00
Region 13	6	90,000.00
TOTAL		1,074,000.00