



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION
RELEASED

By: [Signature]
Date: 07-08-25 Time: 8:10AM

Office of the Schools Division
Superintendent

July 4, 2025

DIVISION MEMORANDUM
CID-2025- 878

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

To: Education Program Supervisors
Public Schools District Supervisors
District Coordinating Principals
Secondary and Elementary School Heads
All Others Concerned

Attn: Celerina C. Dana, School Librarian III - Nabunturan NCHS

1. Herewith is the Regional Memorandum HRDD-2025-156, dated July 1, 2025, re: Participation to PD Program "Transforming School Libraries: Enhancing Access, Inclusion, and Learning Support" on August 4-8, 2025 at Baguio Teachers Camp, Baguio City.
2. Board and lodging of the participant will be charged against NEAP Human Resource Development Funds, while travel and other incidental expenses shall be charged against HRD Funds which will be downloaded to DepEd Central Office to the Regional 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.
3. Other details of this Memorandum are found in the enclosures.
4. Immediate dissemination to all concerned is hereby requested.

[Signature]
PHOEBE GAY L. REFAMONTE, CESO VI
OIC-Schools Division Superintendent



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RECORDS

Released

25-65648

12/21/8



Republic of the Philippines
Department of Education
DAVAO REGION

DEPARTMENT OF EDUCATION
DIVISION OF TAGUM CITY
RECORDS SECTION
RECEIVED
By: LM Date: JUL 04 2025 Time: 10:21
Remarks: Forwarded

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: JUL 04 2025
Jatel: [Signature] Time: 12/21/8



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- /711

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

FROM:

WILFREDO E. CABRAL

Practitioner, NEAP

Human Resource and Organizational Development

CARMELA C. ORACION

Assistant Secretary

*Human Resource and Organizational Development
National Education 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 Education Academy of the Philippines (NEAP) will conduct a professional development program for DepEd librarians called **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.

This memorandum is for information and guidance.

RODRIGO SERRANO

- b. Enhance the skills, competencies, and morale of DepEd librarians in performing their roles;
 - c. Enable DepEd librarians to maximize the delivery of library services and other related activities 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 **RWP** 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:

	Sunday Day 0	Monday Day 1	Tuesday Day 2	Wednesday Day 3	Thursday Day 4	Friday Day 5
Meals						
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack			✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

- b. The participants are advised to bring their own Laptops, chargers, extension cords, alternative sources of internet connectivity (e.g., pocket wifi, mobile data, etc.) and relevant references/materials such as the following:
 - a. Scanned copy of the 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 Center 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-Allocation Release Order, the RO HRDD Chiefs/NEAP R focal Persons shall do the following:

- a. Coordinate with the Planning Office 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 list of participants/endorsement signed by the Regional Director (RD);
- d. Submit a copy of the list of participants to the SDOs for their reference in processing the travel expenses of their participants.

The abovementioned activity may be used for other reimbursements of travel



expenses related to other activities conducted by NEAP Content 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 DIRM Joint Circular No. 2, s. 2004 "On: *Compensatory 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 any queries and concerns, please coordinate with Ms. Cecile Ferraz or Mr. Eric Sarmiento of NEAP through email cecile.ferraz@deped.gov.ph / eric.sarmiento@deped.gov.ph or landline (02) 8638-8638 / 8715-9919.
12. For immediate dissemination and appropriate action.

Enclosure:

(Enclosure) - Memorandum dated 10/1/2023

Copy furnished:

OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Republika ng Pilipinas
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	..	15,000.00
NCR	..	27,000.00
NIR	..	84,000.00
Region 1	..	24,000.00
Region 2	..	27,000.00
Region 3	..	24,000.00
Region 4A	..	30,000.00
Region 4B	..	66,000.00
Region 5	..	75,000.00
Region 6	..	84,000.00
Region 7	..	84,000.00
Region 8	..	84,000.00
Region 9	..	90,000.00
Region 10	..	90,000.00
Region 11	..	90,000.00
Region 12	..	90,000.00
Region 13	..	90,000.00
TOTAL		1,074,000.00