



DIVISION MEMORANDUM

No. 34, s. 2017

**TO: Chiefs, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
Designated Teacher-Librarians/Library In-Charge
This Division**

**FROM:  ROMELITO G. FLORES, CESO VI
OIC-Schools Division Superintendent**

**SUBJECT: DIVISION SEMINAR-WORKSHOP ON THE ORGANIZATION AND
MANAGEMENT OF SCHOOL LIBRARIES/SCHOOL LEARNING
RESOURCE CENTERS**

DATE: April 17, 2017

1. In line with the implementation and preparation of the Division Search for Best and Most Functional School Libraries/School Learning Resource Centers for this School Year 2017-2018 and in order to continue capacitating the teacher-librarians in the proper operation of school libraries, the City Schools Division of Tacurong will conduct Division Seminar-Workshop on the Organization and Management of School Libraries/ School Learning Resource Centers on April 26-27, 2017 at Library Hub, TPES Compound, City of Tacurong.
2. The seminar-workshop aims that the participants will:
 1. attain better understanding in managing school libraries their organization and administration;
 2. understand the process of systematically building library collection/Collection Development;
 3. adopt strategies on the organization of vertical file; and
 4. learn the basic classification and cataloging of print and non-print materials.
3. Participants to this seminar are designated teacher librarians/library in-charge of all public elementary and secondary schools in this division.
4. Seminar-workshop expenses will be charged against Special Education Fund and subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.