



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

February 18, 2026

DIVISION MEMORANDUM
CID No. 029 s. 2026

**CAPACITY BUILDING OF SCHOOL HEADS, LIBRARY IN-CHARGE, AND
SCHOOL LR COORDINATORS ON THE BASIC LIBRARY SERVICES, LEARNING
RESOURCE PORTAL ACCOUNT MANAGEMENT, AND UTILIZATION OF
SUPPLEMENTARY LEARNING RESOURCES**

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Elementary and Secondary School Heads
All others concerned
This Division

1. The Schools Division Office (SDO) through the Curriculum Implementation Division - Learning Resource Management Section (CID-LRMS) shall conduct an **Orientation of School Heads, Library In-Charge, and School Learning Resource Coordinators on the Basic Library Services, Learning Resource Portal Account Management, and Utilization of Supplementary Learning Resources** on February 26-28, 2026, at Roncal's Events Catering, National Highway, Brgy. Buenaflor, Tacurong City.

2. This activity aims to equip participants with essential competencies in delivering Basic Library Services, managing LR Portal accounts, troubleshooting common issues, and maximizing the use of supplementary learning resources for improved teaching and learning.

3. The List of Participants, Program Management Team, and Program Matrix are attached for your reference.

4. To ensure the smooth and orderly conduct of the training, participants are advised to bring laptops/tablets and extension cords for the hands-on activities. Moreover, they are requested to be present at the venue on their respective scheduled dates indicated below:

a. School Heads	-	February 26-28, 2026
b. Library In-Charge	-	February 26-27, 2026
c. LR Coordinators	-	February 28, 2026

5. All concerned school heads are expected to assign teachers to temporarily oversee the affected classes to ensure that there is no disruption of teaching instruction.

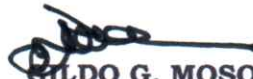


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6. Participants shall be granted Compensatory Time-Off (CTO) or Service Credits in accordance with DepEd Order No. 53 s. 2003 and CSC-DBM Joint Circular No. 2 s. 2015.
7. Should there be any concerns and/or clarifications, please contact **Ms. Ivy P. Lamintao**, Education Program Supervisor for LRMS at 09395855175.
8. Immediate and wide dissemination of this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



Encl: As stated
Reference: none
Allotment: Textbooks and Other Instructional Materials 2025
To be indicated in the Perpetual Index of the following subjects:
ORIENTATION SCHOOL LIBRARY LR PORTAL

ISPL/CID/DM/Orientation of School Heads, Library In-Charge, and School LR Coordinators on the Basic Library Services, Learning Resource Portal Account Management, and Utilization of Supplementary Learning Resources/___/February 18, 2026



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Enclosure No. 1 to Division Memorandum CID No. 029, s. 2026

LIST OF PARTICIPANTS

School	School Heads	Library In-charge	LR Coordinator
TPES	Samson M. Tallodar	Airen B. Casama	Jesselyn H. De Gracia
NICES	Wendy Lyn G. Conejar	Cris S. Acido	Cris S. Acido
MZBES	Glenda Rose G. Yasin	Elaine Joy L. Aguilar	Clarence I. Suat
KES	Regina O. Baron	Lokieya C. Salik	Leah E. Lopez
JHLES	Ma. Meresa F. Bacea	Christine G. Umadhay	Joanna L. Pamposa
AFSCS	Memvie L. Alesna	Mary B. Aguilar	Genalyn T. Patana
SEES	Rodolfo M. Agon	Beverly H. Sermese	Marizel V. Bernal
TES	Nancy D. Castro	Mary Grace L. Orsal	Carmen B. Allon
SRES	Rolibecca C. Cruz	Charis Jen A. Bulosan	Jiar A. Heman
PAES	Hazel F. Melendres	Judy Mae L. Macapagal	Judy Mae L. Macapagal
CPVES	Mary Lee D. Econg	Jonathan M. Valencia	Jonathan M. Valencia
VPDES	Ma. Bella A. Victorio	Quincy A. Aduca	Chesa Marie A. Diamante
DMJGMCS	Wilfredo M. Prado	Judelyn T. Fusingan	Rowena J. Landig
SAES	Cristina P. Gaurana	Dayanara T. Brual	Imelda S. Praile
ASIS	Dennis B. Rubin	Ruby Mae O. Cerbo	Marilou V. Dolorfino
		Kim B. Rivera	
NLES	Melanie B. delos Santos	Roselyn O. Calderon	Roselyn O. Calderon
BES	Mary Grace G. Hilarion	Lorlie Mee G. Durias	Joevelyn B. Penuela
MAMMES	Ma. Elva P. Belgira	Kris Kenneth Joy Pelarios	Nessie Joana D. Magoncia
JACS	Jeanilyn C. Batchar	Anna Katrina D. Niro	Anna Katrina D. Niro
EPBMES-Main	Charlie G. Braga	Thelma P. Sabdani	Sherry Rose B. Tacadena
EPBMES-BEAM	Teofila P. Erolpan	Ranee Jane P. Panilla	Michelle P. Barcoma
JVLSES	Faith C. Somcio	Maricel E. Palomillo	Kathene Mae D. Ferje
LMES	Max Michael L. Padillo	Justine Veda F. Tiba	John Khenneth P. Erolpan
RMES-Main	John Gil L. Pamposa	Analyn P. Garde	Roshiel P. Panila
RMES-BEAM	Joselito B. Pilotos	Lucy F. Padillo	Rhea L. Catugo
LPES	Romulo C. Ventura	Ninfa O. Joquino	Joan E. Sesbino
ASBNHS	Ma. Teresa H. Ruz	Janette P. Celeste	Kenrick M. Parian
RMNHS	Ronald D. dela Peña	Charo Q. Lajo	Rhoda Mae T. Agaylan
SENHS	Ramelyn V. Usman	Marliza S. Molato	Fely E. Guimbuayan
SPNHS	Danny L. Daga-as	Ericka Mae T. Patriarca	Ericka Mae T. Patriarca
TNHS	Martin I. Diaz	Domingo C. Andaya	Clarissa C. Diaz
			Kim Roi L. Cipriano
UKNHS	Riza A. Velasco	Rechel B. Jondonero	Rechel B. Jondonero
VFGNHS	Ma. Teresita H. Escobia	Ophelia P. Bactong	Irene C. Chiong



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Enclosure No. 2 to Division Memorandum CID No. 029, s. 2026

PROGRAM MANAGEMENT TEAM

Consultants	
Gildo G. Mosqueda, CEO VI	Schools Division Superintendent
Gilbert B. Barrera, CESE	Asst. Schools Division Superintendent Concurrent CID Chief
Ivy P. Lamintao	EPS – LRMS
Resource Persons	
Vincent Bryan L. Umadhay	Division Librarian II, SDO South Cotabato
Delia P. Eliarda	Librarian II
Leonora R. Po	Project Development Officer II – LRMS
Technical Working Group	
Delia P. Eliarda, Librarian II	Chairperson
Leonora R. Po, PDO II	Co-Chair
Joey M. Lozano, ITO	Member
Aldrin D. Limonar, Library Aide	Member
Monitoring and Evaluation	
Mohani A. Paguita	SEPS for M&E



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Enclosure No. 3 to Division Memorandum CID No. 029, s. 2026

PROGRAMME MATRIX

Date/Time	Particulars	Responsible Person
Day 1. Feb. 26, 2026 (School Heads and Library In-charge)		
7:30AM - 8:00AM	Registration	LRMS Personnel
8:00AM - 9:00AM	Opening Program a. Preliminaries • National Anthem • Opening prayer • Regional Hymn • Sultan Kudarat March • Tacurong City Hymn • Himno ng Sangay ng Lungsod ng Tacurong b. Welcome Remarks c. Acknowledgement of Participants d. Inspirational Message e. Overview/Rationale	West Cluster participants Overture Gilbert B. Barrera, CESE <i>Assistant Schools Division Superintendent</i> Delia P. Eliarda <i>Librarian II</i> Gildo G. Mosqueda, CEO VI <i>Schools Division Superintendent</i> Ivy P. Lamintao <i>EPS-LRMS</i>
9:00AM - 10:30AM	SESSION 1: School Library Standards	Arvin M. Tejada <i>Librarian II, Koronadal Division</i>
10:30AM - 12:00NN	SESSION 2: Duties and Responsibilities of a School Librarian/Library In-Charge	Arvin M. Tejada <i>Librarian II, Koronadal Division</i>
12:00NN - 1:00PM	Lunch Break	
1:00PM - 1:15PM	MOL	South Cluster participants
1:15PM - 2:30PM	SESSION 3: School Library Services	Delia P. Eliarda <i>Librarian II</i>
2:30PM - 5:00PM	Workshop and Presentation of Output	
Day 2. Feb. 27, 2026 (School Heads and Library In-charge)		
8:00AM - 8:15AM	MOL	North Cluster participants
8:15AM - 12:00NN	SESSION 4: Librarika Cataloguing Features and Workshop	Vincent Bryan L. Umadhay <i>Librarian II, South Cotabato Division</i>
12:00NN - 1:00 PM	Lunch Break	
1:00PM - 1:15 PM	MOL	Secondary Participants



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Date/Time	Particulars	Responsible Person
1:15PM - 4:30PM	Workshop on Mechanical Preparation of Learning Resources A. Stamping of Ownership B. Accessioning C. Labelling D. Descriptive Cataloguing	Delia P. Eliarda <i>Librarian II</i>
Day 3. Feb. 28, 2026 (School Heads and LR Coordinators)		
8:00AM - 8:15AM	MOL	
8:15AM - 8:30AM	Statement of Purpose and Updates	Ivy P. Lamintao <i>EPS I - LRMS</i>
8:30AM - 8:45AM	Pre-Test	Leonora R. Po <i>Project Development Officer II-LRMS</i>
8:45AM - 9:45AM	SESSION 1. Background and Workflow Process	
9:45AM - 10:45AM	SESSION 2. User's Account Management	
10:45AM - 11:30AM	SESSION 3. Technical and Troubleshooting Assistance	
11:30AM - 12:00NN	Open Forum	
12:00NN - 1:00PM	Lunch Break	
1:00PM - 1:15PM	MOL	
1:15PM - 3:45PM	LR Portal Exploration & Post Demonstration	Participants
3:45PM - 4:00PM	Post Test & Evaluation	Participants
4:00 PM	Closing Program	



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