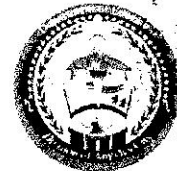




Department of Education
Region III
DIVISION OF CITY SCHOOLS

Jesus St., Pulungbuhu, Angeles City
Tel. No. (045) 322-5722; 888-0582/Fax (045) 888-6099



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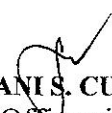
October 7, 2015

DIVISION MEMORANDUM
No. 242, S, 2015

**RECORDS MANAGEMENT, ORGANIZATION, PRESERVATION AND CONSERVATION OF
LIBRARY COLLECTIONS, STORYTELLING AND COMMUNITY DEVELOPMENT**

To : Heads of Public and Private Elementary and Secondary Schools
School Governance and Operations Division
Curriculum Implementation Division

1. Please be informed that the Angeles City Library and Information Center in partnership with National Library of the Philippines and Culture and Events Library, will hold a two-day seminar workshop on *Records Management, Organization, Preservation and Conservation of Library Collections, Storytelling and Community Development* on October 29-30, 2015 from 8:00 AM to 5:00 PM at the 3/F Function Hall, Angeles City Library and Information Center.
2. The target participants are librarians, IT and project development officers.
3. For more details, refer to the attached sheet.
4. Wide and immediate dissemination of this Memorandum is earnestly desired.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Angeles City Library and Information Center
City Government of Angeles
Sto. Entierro St., Heritage District, Angeles City, Philippines 2009
Tel. Nos.: (045) 322-0534 / (045) 887-1931 to 32



October 7, 2015

LEILANI S. CUNANAN, CESO VI
Schools Division Superintendent
DepEd Division of Angeles City
Angeles City

10-7-15 col

Dear **Ms. Cunanan**:

Warmest greetings!

The City Government of Angeles thru the Office of the Angeles City Library and Information Center in partnership with National Library of the Philippines and Culture and Events Library, a project run by E4E Business Ventures will hold a two-day seminar-workshop on *Records Management, Organization, Preservation and Conservation of Library Collections, Storytelling and Community Development* on October 29-30, 2015 from 8:00 AM to 5:00 PM at 3/F Function Hall, Angeles City Library and Information Center.

The seminar-workshop aims to:

1. Enhance the participants' skills in records management, organization, preservation and conservation of library collections;
2. Discuss briefly the RDA policy adaptation in determining access points;
3. Identify process in preservation and conservation of collections;
4. Develop and improve participants' skills in storytelling; and
5. Discuss the principles and importance of community development.

Registration starts at 7:30 a.m. Registration fees are as follows:

- Php 1,100.00 – PLAI-CeLRLC members / Early bird registration (October 1-16, 2015)
- Php 1,300.00 – Regular registration (October 17 onwards)

For inquiries and reservation, you may text Roi at 09985400131 or email him at roilingele@yahoo.com.

In this regard, we would like to respectfully seek your Office's endorsement of this activity so that regional and divisional librarians/hub librarians, IT, and divisional project development officers will be encouraged to attend. Attached is the program for your reference.

We hope for your positive response regarding this matter.

Thank you very much and God bless.

Very truly yours,

Ms. AGNES L. GOMEZ
Officer in Charge, City Library