



Department of Education
Region III
DIVISION OF CITY SCHOOLS
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RELEASED



DIVISION MEMORANDUM

No. *419*, s. 2016

To: **Public Schools District Supervisors
All Public Elementary and Secondary School Heads
Teacher – Librarians Concerned**

Subject: **DIVISION MEETING OF THE TEACHER – LIBRARIANS WHO
FAILED TO ATTEND THE ONE DAY TRAINING WORKSHOP LAST
MAY 27, 2016 (Div. Memo # 108 s2016)**

Date: December 1, 2016

1. This is to announce the Division meeting of Teacher – Librarians on December 16, 2016 at 1: 00 – 5: 00 P.M at the Library Hub.
2. Attendees of this meeting are those who did not attend the One Day Division Orientation on Library Hub and School Library Organization for School Librarian / Teacher – Librarians Training Workshop on school library organization last May 27, 2016, namely;

Salapungan Elementary School
Teodoro P. Tinio Elementary School
Leoncia Village Elementary School
Cuayan Elementary School
Edilberto M. Ganzon Elementary School
Sto. Domingo Integrated School
Belen Homesite Elementary School
3. The meeting aims to:
 - A. Orient the teacher – librarians on school library organization and on how to manage and organize the Learning Resource Center of a school.
 - B. Discuss the Dewey Decimal Classification in classifying print materials;
 - C. Discuss the basic descriptive cataloguing.
4. Immediate dissemination of this memorandum is desired.


LEILANI S. CUNANAN, CESO VI
OIC- Schools Division Superintendent

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