



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

August 11, 2025

**DIVISION MEMORANDUM**

No. **369** s. 2025

**UPDATING, STREAMLINING, AND LISTING OF LIBRARY HUB COLLECTIONS**

To: OIC - Office of the Asst. Schools Division Superintendent  
Chief Education Supervisors- CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public and Private Elementary, Secondary  
and Integrated Schools  
All Others Concerned

1. In line with the Department of Education's thrust to enhance the quality and accessibility of learning resources, the Schools Division Office of Capiz shall conduct an activity on the updating, streamlining, and listing of Library Hub collections on August 18- 22, 2025 at the SDO Capiz Library Hub, Ivisan, Capiz.
2. This initiative is crucial in ensuring that the Library Hub is equipped with relevant and up-to-date materials that support the Revised K to 12 Curriculum, and contributes significantly to the improvement of literacy and numeracy skills among learners by providing them with enriched and appropriate reading and reference materials.
3. The following are its specific objectives:
  - a. To conduct a comprehensive inventory and assessment of existing Library Hub collections in SDO Capiz;
  - b. To catalog and arrange newly- acquired collections from the central and regional offices;
  - c. To identify and remove outdated, irrelevant, or duplicated materials and recommend new acquisitions aligned with the Revised K to 12 Curriculum, and
  - d. To enhance the capacity of library personnel in managing collections that support literacy and numeracy development among learners
4. All the participants are encouraged to bring their personal laptop and extension cord.
4. The List of Participants is found in Enclosure 1 of this Memorandum.



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5. Meal Expenses in relation to the conduct of this activity shall be charged against LRMS Funds while the travel expenses shall be charged to the school MOOE subject to the usual accounting and auditing rules and regulations.
6. Since August 21 is a non-working holiday, participants shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
7. This Memorandum shall serve as Authority to Travel for all participants.
8. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As Stated  
Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

WORKSHOP

LEARNING RESOURCE



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Enclosure No. 1 Division Memorandum No 369 s.2025

**List of Participants**

Name	Designation	School/Office	District
Edwin Jason Dueñas PhD	EPS- LRMS	SDO Capiz	
Glenn P. Dollete	PDO II (LRMS)	SDO Capiz	
Leah U. Bulan	Head Teacher III	Basiao Elementary School/District LR Focal Person	Ivisan
Ma. Frances Therese B. Zamora	Librarian II	SDO Capiz	
Ma. Fatima Basinillo	Librarian I	Ivisan National High School	Ivisan
Glory Joy A. Dagmil	Librarian I	Capiz National High School	
Rio Marie A. Lorian	AO II	Balaring Elementary School	Ivisan
Ralph Martin V. Quintana	AO II	Malocloc Elementary School	Ivisan
Mark Monico Elibare	AO II	Tabuc Elementary School	Dao
Myren Apostol	AO II	Agtangway Elementary School	Dao

Enclosure No. 2 Division Memorandum No \_\_\_\_ s.2025



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>