



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

May 25, 2023

DIVISION MEMORANDUM
No. 237, s. 2023

**VIRTUAL DIVISION ORIENTATION ON THE ENHANCED DATA COLLECTION
OF SCHOOL LIBRARIES' NEEDS ANALYSIS OF PUBLIC SCHOOLS
IN THE DIVISION OF PAMPANGA**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
Schools Library-in-Charge/School LRMDs Leaders
All Others Concerned

1. To support the Bureau of Learning Resources (BLR) in finalizing data on school libraries' needs analysis, this division prepared and developed Microsoft Form for an Enhanced Data Collection of School Libraries' Needs of Public Elementary and Secondary Schools to expedite the process of finalizing the needed data.
2. In line with this, the Schools Division of Pampanga, through the Learning Resources Management and Development Section (LRMDS), shall conduct a **Virtual Division Orientation on the Enhanced Data Collection of School Libraries' Needs Analysis of Public Elementary and Secondary Schools** on May 27, 2023, from 8:00 a.m. to 5:00 p.m.
3. Activity aims to:
 - a. ensure that the Schools Library-in-Charge/School LRMDs Leaders will effectively and efficiently manage the accomplishment of the School Libraries' Needs Analysis Form;
 - b. efficiently facilitate the collection of data concerning the school libraries' needs; and
 - c. finalize data on school libraries' needs analysis.
4. Participants in this activity are the following:

a. LRMDs Personnel

Ruby M. Jimenez PhD EPS-LRMDs	Curriculum Implementation Division SDO Pampanga
Analea D. Tubig RL Librarian II-LRMDs	Curriculum Implementation Division SDO Pampanga
Elaine D. Chua PDO II-LRMDs	Curriculum Implementation Division SDO Pampanga



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampangdepd.gov.ph





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b. ICT Teacher-Discussant

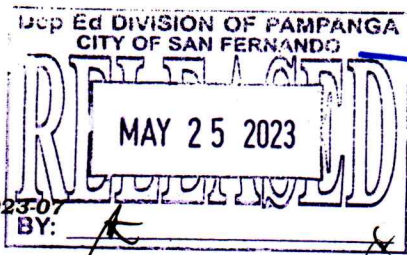
Roland M. Suarez Master Teacher I	Dampe ES Floridablanca West District
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c. Schools Library-in-Charge / School LRMDs Leaders

Schools Library-in-Charge/ School LRMDs Leaders	442 Elementary and 122 Secondary Schools
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5. Participants are requested to have a/an:
 - a. stable internet connection;
 - b. active Microsoft Office account (personal or school account); and
 - c. copy of Form 1: *School Library Profile* (for those monitored schools).
6. Meeting link shall be provided by the LRMDs personnel a day before the orientation, through the following:
 - a. Public Schools District Supervisors;
 - b. Group Chat of School Head LRMD District and Cluster Coordinators (*LRMD Team East West North South & C1-7*); and
 - c. Group Chat of the School Property Custodians.
7. It is requested that the link be shared by the above-mentioned personnel to the School LRMDs Leaders/Schools Library-in-Charge.
8. As stipulated in DepEd Order No. 53, s. 2003, re: Updated Guidelines on Grant of Vacation Service Credits to Teachers, teacher-participants who render services during the conduct of this activity which may fall on weekends, holidays or special non-working days are entitled to Service Credits equivalent to eight hours of service per day for May 27, 2023 (Saturday). On the other hand, non-teaching and staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered. Hence, the non-teaching participants in this endeavor shall be given CTO in lieu of May 27, 2023 (Saturday).
9. Number of service credits not exceeding fifteen (15) days shall be reflected in the files of the teacher participants at the Personnel Office, upon the approval of the request.
10. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

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ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

