Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet 2601
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REGIONAL MEMORANDUM
No. 411 · 2018

TRAINING ON ENABLING LIBRARIANS ON QUALITY ASSURANCE, CATALOGING, STORAGE AND MAINTENANCE OF LOCALLY DEVELOPED LEARNING RESOURCES

TO: **Schools Division Superintendents**
All Divisions
All Others Concerned

1. The Curriculum and Learning Management Division will conduct Training on Enabling Librarians on Quality Assurance, Cataloging, Storage and Maintenance of Locally Developed Learning Resources on December 5-7, 2018 at NEAP-R, DepEd-CAR, Wangal, La Trinidad, Benguet.

2. This activity aims to capacitate the participants on effective quality assurance, metadata cataloging, uploading and publishing to continue the development process of the learning resources that were developed and illustrated for utilization.

3. The participants to the training are the following:

Regional Office (19)	
RD/ARD	1
CES (CLMD, HRDD, QuAD)	3
EPS (CLMD & LRMDS)	11
LIBRARIAN	1
TAS, ADAS I & ADAS II	3
Schools Division Offices	
LR Managers	8
PDOs	8
Librarians	8
Private Schools Heads/Supervisors	8
Speakers/Resource Person (2)	
DepEd Central Office	1
NCIP	1

4. Board and lodging, kits and other incidental expenses shall be charged against HRTD funds while transportation shall be charge against local funds subject to usual accounting rules and regulations.

5. Participants are requested to bring their own broadband devices, laptops, extension cords, flash drives, and outputs from the development and illustration activities (RM 358 s. 2018)

6. First meal shall be breakfast of December 5, 2018 for participants coming from the SDOs except for Baguio and Benguet divisions. Likewise, last meal shall be dinner of December 7, 2018.

7. Immediate dissemination and strict compliance to this memorandum is directed.

MAY B. ECLAR, Ph.D., CESO V
Regional Director

CLMD/EMF/eet/fbb