



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

8263

March 20, 2023

**REGIONAL MEMORANDUM**

No. **250** s. 2023

**PARTICIPATION TO THE CATALOGING TRAINING ON  
RESOURCE DESCRIPTION AND ACCESS (RDA)**

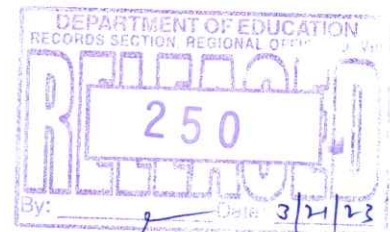
To: Schools Division Superintendents  
All Others Concerned

1. In response to the attached invitation letter of the Philippine Librarians Association, Inc. – Northern Mindanao Region Librarians Council (PLAI-NMRLC) on the cataloging training on Resource Description and Access (RDA), entitled “Refreshing Your Cataloging Skills”, this Office, through the Curriculum and Learning Management Division, hereby requires the participants identified in Annex A to attend to the aforementioned training.
2. The Schools Division Superintendent, through the Curriculum Implementation Division (CID) Chief, shall ensure the full attendance of participants throughout the duration of the training.
3. The participants’ travel and other expenses relative to the activity shall be charged against the **Local Funds** of their respective divisions, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: As stated  
References: As stated  
To be indicated in the Perpetual Index under the following subjects:  
CATALOGING TRAINING LIBRARIANS RDA

CLMD-LRMS-HNC



Enclosure A. to RM No. 250, s. 2023. **Participation to the Cataloging Training on Resource Description and Access (RDA)**

**Identified Participants**

<b>No</b>	<b>Name</b>	<b>Position / Designation</b>	<b>Office / Division</b>
1	Hydelyn Navarra-Cinco	Regional Librarian	DepEd Regional Office VIII
2	Marichu Casuela-Verano	Division Librarian	Baybay City Division
3	Arjean Marie D. Casilan	Division Librarian	Biliran Division
4	Chona C. Montes	Division Librarian	Borongan City Division
5	Beverly C. Longcop	Division Librarian	Calbayog City Division
6	Marites B. Espino	Division Librarian	Catbalogan City Division
7	Lilian S. Palacio	Division Librarian	Eastern Samar Division
8	Bella C. Alberca	Division Librarian	Leyte Division
9	Jumarlyn P. Almosa	Division Librarian	Maasin City Division
10	Elvira R. Ribo	Division Librarian	Northern Samar Division
11	Riza Olila-Rodriguez	Division Librarian	Ormoc City Division
12	Dona Cristal Ponce	Division Librarian	Samar Division
13	Miraluna S. Climaco	Division Librarian	Southern Leyte Division
14	Susan L. Superable	Division Librarian	Tacloban City Division



**PHILIPPINE LIBRARIANS ASSOCIATION, INC., (PLAI)**  
**NORTHERN MINDANAO REGION LIBRARIANS COUNCIL (NMRLC)**  
Cagayan de Oro City, 9000, Misamis Oriental

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January 24, 2023

**EVELYN R. FETALVERO, CESO IV**  
Regional Director  
DepEd Regional Office VIII  
Government Center, Candahug, Palo, Leyte

**Dear Ms. Fetalvero:**

Greetings!

The Philippine Librarians Association Inc.-Northern Mindanao Region Librarians Council (PLAI-NMRLC) is inviting your librarian/s to "**Refreshing Your Cataloging Skills**", a refresher on cataloging using RDA (Resource Description and Access). It is scheduled on April 13-15, 2023, at the E-Library, University of Science and Technology of Southern Philippines, Cagayan de Oro City.

This refresher has the following objectives:

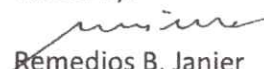
1. Enhance full level original cataloging (book format) using Resource Description and Access (RDA);
2. Determine bibliographic entries for theses and dissertations in RDA and use of the HEGIS Code;
3. Establish guidelines for copy cataloging.

The registration fee is ₱1,500.00 inclusive of handouts and certificate of participation. Attached is the program. Thank you very much.

Sincerely,

  
Annabelle P. Acedera  
Seminar Chair

Noted by:

  
Remedios B. Janier  
President  
PLAI-NMRLC/ALINET



## PLAI-NORTHERN MINDANAO REGION LIBRARIANS COUNCIL (NMRLC)

### TENTATIVE PROGRAM

REFRESHING YOUR  
**Cataloging Skills**

**April 13-15, 2023**

<b>First Day</b> A.M. 8:30 - 9:00	Registration and Preliminaries
9:00 - 12 noon	Recording Manifestations & Items/Attributes Title proper / other statement of responsibility Statement of responsibility relating to title proper Edition statement Numbering of serials Production statement Publication statement Distribution statement Manufacture statement Copyright date
P.M. 1:30 - 5:00	Workshop on Recording Manifestations & Items/Attributes
<b>Second Day</b> AM 8:30 - 5:00	Recording Manifestations & Items/Attributes ... cont'd. Extent Illustrative content Dimension Series statement Identifier for the manifestation Content type Media type Carrier type
P.M. 1:30 - 5:00	Workshop on Recording Manifestations & Items/Attributes
<b>Third Day</b> A.M. 8:30 - 12 noon	Providing access points Creating access points for persons Creating access points for corporate bodies Creating access points for preferred title Recording notes
P.M. 1:30 - 4:00	Cataloging thesis/dissertation using HEGIS code Copy Cataloging procedures Workshop on Access Points and Cataloging Thesis/Dissertations Distribution of Certificates
4:00 - 5:00	

