



HRRD-2025- 852

- a. To cover the essential skills needed for effective library services;
- b. To improve DepEd librarians' skills, capabilities, and morale in their roles; and
- c. To empower DepEd librarians to deliver the best possible library services and related functions to meet student needs.

4. The following are the confirmed participants to the activity:

Transforming School Libraries: Enhancing Access, Inclusion, and Learning Support (August 4-8, 2025 at Baguio Teachers Camp, Baguio City)						
No	Name	Designation	Division	DepEd Email	Role (PMT member or Participant)	Registration Link:
1	Mylyn Gornot	School Librarian	SDO Tacloban	mylyn.gornot@deped.gov.ph	Participant	https://forms.office.com/r/wDKnbKwPVx
2	Ma. Teresa L. Jarito	School Librarian	SDO Northern Samar	materesa.jarito@deped.gov.ph	Participant	
3	Adriano N. Pelicano	Principal II/Acting School Librarian	SDO Baybay	adriano.pelicano@deped.gov.ph	Participant	
4	Lilian S. Palacio	SDO Librarian	SDO Eastern Samar	lilian.palacio@deped.gov.ph	Participant	
5	Miraluna S. Climaco	SDO Librarian	SDO Southern Leyte	miraluna.climaco061@deped.gov.ph	Participant	
6	Annamarie C. Tolibas	Librarian II	Region	annamarie.casilan@yahoo.com.ph	Participant	

4. For inquiries, contact **Mr. Israel Gilvani D. Malaca, EPS II, NEAP R-8** through **neap.region8@deped.gov.ph**.

5. Immediate dissemination of and strict compliance with this Memorandum are desired.



EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: None

References: As stated

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

CONFIRMED PARTICIPANTS
PROFESSIONAL DEVELOPMENT

HRDD-NEAPRVIII-IGDM



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION

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MEMORANDUM

DM-OUHROD-2025-1705

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

Carmela C. Oracion
CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : **CONDUCT OF THE PROFESSIONAL DEVELOPMENT PROGRAM**
"TRANSFORMING SCHOOL LIBRARIES: ENHANCING ACCESS,
INCLUSION, AND LEARNING SUPPORT" AND DOWNLOADING OF
FUNDS FOR THE TRAVEL EXPENSES OF PARTICIPANTS FOR THE
PURPOSE

DATE : 25 June 2025

1. The National Educators Academy of the Philippines (NEAP) will conduct a professional development program for DepEd librarians titled **Transforming School Libraries: Enhancing Access, Inclusion, and Learning Support** on **04-08 August 2025** at **Baguio Teachers Camp, Baguio City**.
2. Developed in collaboration with library and information science professionals, this program aims to equip DepEd librarians with the knowledge, best practices, and up-to-date strategies in library management, information literacy, and integration of digital resources. As key instructional support personnel, librarians have a vital role in enhancing access to relevant learning materials for both teachers and learners. In view of the increasing technological integration in education, librarians must be adept in using digital tools, online databases, and research methodologies to effectively support the teaching and learning process.
3. The program has the following specific objectives:
 - a. Address key competency areas required for the effective delivery of library services;

- b. Enhance the skills, capabilities, and morale of DepEd librarians in performing their roles; and
 - c. Enable DepEd librarians to maximize the delivery of library services and other related functions to meet learner demands.
4. In this regard, **each Regional Office (RO) is advised to send six (6) librarians**, composed of three (3) school librarians, two (2) librarians from Schools Division Offices (SDOs), and one (1) librarian from the RO, to participate in the program. They are requested to register through the link <https://forms.office.com/r/wDKnbKwPVx> on or before **18 July 2025**.
5. The participants are expected to arrive at NEAP Baguio on 03 August 2025 (Sunday), 4:00 p.m., for a smooth registration and room assignment process. The meal schedule is as follows:

Meals	Sunday Day 0	Monday Day 1	Tuesday Day 2	Wednesday Day 3	Thursday Day 4	Friday Day 5
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

- a. Scanned copy of front and back covers of at least ten (10) library collections from their respective schools/offices;
 - b. Soft copy of the list of library collections; and
 - c. Soft/scanned copy of the library borrowers' log sheet (if available).
7. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund.
8. To cover the participants' travel expenses including per diem and other incidental expenses, the DepEd Central Office shall download HRD Fund amounting to **Php 1,074,000.00** to the ROs, to be distributed based on the **Allocation List (Enclosure 1)** provided.

Upon receipt of the Sub-Allotment Release Order, the RO HRDD Chiefs/NEAP R Focal Persons shall do the following:

- a. Coordinate with the Budget/Planning Officer for the proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received;
- b. Encode the corresponding activity and its purpose in the PMIS;
- c. Facilitate the further downloading of funds for the participants from the Schools Division Offices (SDOs) under their respective jurisdictions upon receipt of the final list of participants/endorsement signed by the Regional Director (RD); and
- d. Submit a copy of the final list of participants to the SDOs for their reference in processing the travel expenses of their participants.

The savings generated after the processing of travel expenses of the participants for the abovementioned activities may be used for other reimbursements of travel

expenses related to other activities conducted by NEAP Central Office. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against local funds, subject to the usual accounting and auditing rules and regulations.

9. The participants are entitled to *Compensatory Time-Off* pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "*Non-Monetary Remuneration for Overtime Services Rendered.*"
10. The *Indicative Program of Activities* for this training will be disseminated through a subsequent memorandum/advisory.
11. Should you have questions and concerns, please coordinate with **Ms. Cecile Ferraz** or **Mr. Eric Sarmiento** of NEAP through email neap.pdd@deped.gov.ph / neap.od@deped.gov.ph / eric.sarmiento003@deped.gov.ph / macecilia.ferraz@deped.gov.ph or landline (02) 8638-8638/8715-9919.
12. For immediate dissemination and appropriate action.

Enclosure:

Enclosure 1 – Allocation List per Regional Office

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

AMOUNT OF BUDGET ALLOCATION PER REGION

Region	Total Participants	Total Budget for Travel Expense
CAR	6	15,000.00
NCR	6	27,000.00
NIR	6	84,000.00
Region 1	6	24,000.00
Region 2	6	27,000.00
Region 3	6	24,000.00
Region 4A	6	30,000.00
Region 4B	6	66,000.00
Region 5	6	75,000.00
Region 6	6	84,000.00
Region 7	6	84,000.00
Region 8	6	84,000.00
Region 9	6	90,000.00
Region 10	6	90,000.00
Region 11	6	90,000.00
Region 12	6	90,000.00
Region 13	6	90,000.00
TOTAL		1,074,000.00