

Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

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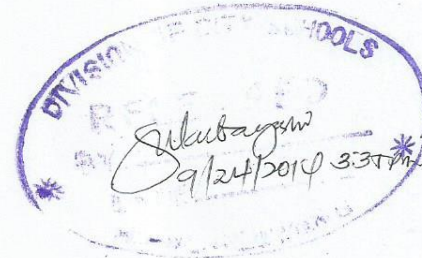


**MEMORANDUM**

TO: Education Program Supervisors/District Supervisor  
Principals, Public Elementary and Secondary Schools

Subject: **LAUNCHING OF LIBRO KO, HANDOG KO  
PARA SA KABATAANG FILIPINO**

Date: September 24, 2014



1. Attached is an Unnumbered Regional Memorandum entitled **“Launching of Libro Ko, Handog Ko Para sa Kabataang Filipino”**, a book donation project spearheaded by DepEd National Capital Region, Elementary Education Division in celebration of the National Reading Month on November, 2014.

2. In support of this activity, the launching shall be conducted simultaneously on November 4, 2014, in all the public schools in NCR.

3. The **Division Launching** shall be held at **Mandaluyong Elementary School (MES)** on **November 4, 2014, 8:00 AM.**


4. The Division Committee is composed of the following:

Chair	: Dr. Nerissa L. Losaria	- OIC, Sschools Division Superintendent
Vice Chair	: Mrs. Lourdes P. Dela Cruz	- EPS, English
Members	: Dr. Victor M. Javeña	- EPS, Filipino
	: Mrs. Emma G. Arrubio	- PSDS, District II
	: Mrs. Whelma M. Hilario	- Principal, In-charge, District I

Division Secretariat:

Mrs. Adelisa Araceli B. Fernando	- In-charge, Library Hub
Mrs. Ruth F. Lacanilao	- HT, MPNAG
Mrs. Rosanna A. Ortiz	- HT, HHIS
Mr. Christobeth B. Batistil	- HT, BJNIHS
Mr. Werlito C. Batinga	- HT, MPNAG

5. Prompt and wide dissemination of this **Memorandum** is desired.

  
**NERISSA L. LOSARIA, CESO VI**  
Officer-In-Charge

Office of the Schools Division Superintendent *lpc*



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
**Daang Misamis, Bago Bantay, Lungsod Quezon**  
(Misamis St., Bago Bantay, Quezon City)



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National Capital Region  
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Date: <u>11 SEP 2014</u>	
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MANDALUYONG	

MEMORANDUM to -

Regional Supervisors  
Schools Division Superintendents  
Reading Supervisors/Library Hub Coördinators  
Public Secondary School Principals  
Public Elementary School Principals

***Launching of Libro Ko, Handog Ko Para sa Kabataang Filipino***

In view of the celebration of the Literacy Month in September and the National Reading Month in November, DepEd-National Capital Region, Elementary Education Division is spearheading the *Libro Ko, Handog Ko para sa Kabataang Filipino*, a book donation project.

1. The activity aims to highlight the vital role of school libraries in promoting the habit of reading among students.
2. Schools are encouraged to revisit their school libraries and review their action plans.
3. To highlight the celebration, all schools divisions are enjoined to include the launching of "Libro Ko, Handog Ko" in the activities during the National Reading Month. The program shall be launched simultaneously on November 4, 2014. However, the book donation drive may be started as early as September during the *Literacy Month* celebration.
4. The Division is requested to submit the composition of their committees and the program of activities for the National Reading Month celebration.

*Premier region: home of world-class lifelong education*

The Project is in partnership with the National Book Development Board (NDBD) and Library Hub Project Central Office.

5. Attached is the set of guidelines of implementation of the book donation project.
6. Wide dissemination of this Memorandum is enjoined.

  
LUZ ALMEDA  
Director IV



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**PAMBANSANG PUNONG REHIYON**  
(*NATIONAL CAPITAL REGION*)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(*Misamis St., Bago Bantay, Quezon City*)

*Libro Ko, Handog Ko Para sa Kabataang Filipino*  
Book Donation Guidelines

- I. All teachers of public elementary and secondary schools in the National Capital Region may be donors of the project. He/She is encouraged to donate at least one book or any educational reading material suited for school libraries.

Likewise, the local government units, barangay officials, private schools/organizations and other stakeholders may also join this meaningful project.

The books for donation (new or used) must be in good condition; reading or story books, reference books or magazines, that are appropriate to the level and interest of elementary pupils or secondary students. The donor may write a short dedication on the book.

- II. Each division shall organize a division committee composed of the following: SDS as Chair, and Reading Supervisor as Vice-Chair; member of committees are district supervisors, principals, licensed librarians and teacher-librarians. The Head of the Secretariat is Library Hub librarian.
- III. The Division committee shall prepare a list of schools with libraries (as per Library Locator Map); and identify the list of recipients based on the standard criteria prepared by the Regional Committee. Adjustments may be made on a case-to-case basis.
- IV. The Division committee shall draft the system of solicitation of books from the teachers, including the mode of collection, storage and distribution to recipients. For Divisions with Library Hubs, the Hub may serve as the depot of collected reading materials. For Divisions without Hubs, ensure that the storage of books is safe.
- V. Each Division shall submit a copy of their Division Memo regarding this activity to the Regional Committee. The simultaneous launching on November 4, 2014 will be during the start of the *National Reading Month*. The Division may organize their own program of activities for book donations entitled "*Libro Ko Handog Ko, Para sa Kabataang Filipino*."

- VI. The Regional Committee shall conduct a monitoring of the event. The Division is requested to submit documentation report to EED.

The Committee is composed of the following:

Chair: Dr. Luz S. Almeda, Director IV

Vice-Chair: Dr. Ponciano A. Menguito, OIC, Assistant Regional Director

National Coordinator: Ms. Beverly Berame, Project Officer- Library Hub

Members:

Head of the Regional Members: Victoria R. Mayo, OIC, Chief-EED

Regional Secretariat: Amcy M. Esteban, Regional Coordinator

Arsenia C. Lara, EPSII

Rowena Ontangco, Regional Coordinator

Jingle Sergote, EPSII

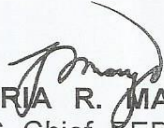
Jeanette Coroza, Regional Coordinator


- VII. Special awards shall be given to Divisions with systematic and creative way of implementing the project during the culminating ceremony at DepEd-NCR Conference Room on November 25, 2014.

Prepared by :

Noted by:

  
**AMCY M. ESTEBAN**  
Regional Coordinator

  
**VICTORIA R. MAYO**  
OIC, Chief, EED

  
**LUZ S. ALMEDA**  
Director IV