



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. — ~~275~~<sup>245</sup>, s. 2025

**PARTICIPANTS IN THE LOCAL BOOK FAIR AND FINALIZATION OF PRIORITY  
 LISTS FOR THE PROCUREMENT OF SUPPLEMENTARY LEARNING RESOURCES  
 FOR SCHOOL LIBRARIES AND LIBRARY HUBS**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisor- CID  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The Department of Education Regional Office I, through the Curriculum and Learning Management Division - Learning Resource Management Section (CLMD-LRMS) issued Regional Memorandum No. 634, s. 2025 regarding the conduct of Local Book Fair and Finalization of Priority Lists for the Procurement of Supplementary Learning Resources for School Libraries and Library Hubs. The activity will be held on May 15-18, 2025 at Ynads Place Hotel and Resort, Bypass Road, Barangay Namtutan, City of San Fernando, La Union.

2. The following are the identified participants from this division:

Name	Position	School/Office
Rommel R. Rabo	EPS-LRMS	SDO-CID
Allan Q. Barrientos	Librarian II	SDO-CID
Fredalyn S. Padre	School Librarian III	ISNHS
Raymond J. Florendo	Assistant Principal	ISNHS
Ana A. Castor	School Principal III	NES
Avelina Alon	School Principal I	TES

3. All participants are reminded to secure an approved Authority to Travel using the prescribed format, prior to attending the activity.

4. For your reference, a copy of Regional Memorandum No. 643, s. 2025 is attached.

5. Immediate dissemination of this memorandum is desired.

Encl.: As stated  
 Reference: RM No. 643, s. 2025  
 To be indicated in the Perpetual Index  
 Under the following subjects:

LEARNING RESOURCES



**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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Republic of the Philippines  
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REGION I



**REGIONAL MEMORANDUM**

No. 634, s. 2025

**LOCAL BOOK FAIR AND FINALIZATION OF PRIORITY LISTS FOR THE  
PROCUREMENT OF SUPPLEMENTARY LEARNING RESOURCES FOR  
SCHOOL LIBRARIES AND LIBRARY HUBS**

To: Schools Division Superintendents

1. Guided by DepEd Order No. 24, s. 2023 titled *Guidelines on the Provision of Supplementary Learning Resources for School Libraries and Library Hubs* to ensure the provision of SLRs for use in public basic education schools, the Regional Office through the Curriculum and Learning Management Division - Learning Resource Management Section shall conduct the Local Book Fair and Finalization of Priority Lists relative to the Procurement of Supplementary Learning Resources for School Libraries and Library Hubs on May 15-18, 2025 at Ynads Place Hotel and Resort, Bypass Road, Barangay Namtutan, City of San Fernando, La Union.
2. The activity intends to provide an avenue where various learning resources will be showcased and examined by various schools/SDO representatives. Through the fair, the participants are expected to finalize the priority lists that will serve as one of the bases in procuring SLRs for school libraries and library hubs.
3. The Local Book Fair shall in essence constitute, among other activities, the market study and scoping usually undertaken by the end-users (EU) as a prerequisite to procurement.
4. Participants in this activity from each SDO are the following:
  - A. Division LR Supervisor
  - B. Division/School Librarian
  - C. EPS In-Charge of Reading
  - D. PSDS designated by the SDS, preferably a reading specialist
  - E. 2 School Heads, Elementary
  - F. 1 School Head, Secondary
5. First meal to be served is lunch on May 15, 2025 and the last meal is AM snack on May 18, 2025.
6. The participants are requested to bring laptop and extension cord.
7. Board and lodging, and meals of the participants shall be charged to the Program Support Fund (PSF) for the Provision of Supplementary Learning Resources for School Libraries and Library Hubs downloaded to the Regional Office. Travel expenses of the participants shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.



8. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekends in accordance with the provisions of DepEd Order No. 52, s. 20023 and CSC-DBM Joint Circular No. 2, s. 2015.

9. For further queries or clarifications, please call the CLMD-LRMS through 072-682-2324 loc. 121 or email at [lrmds.region1@deped.gov.ph](mailto:lrmds.region1@deped.gov.ph).

10. For information, guidance and immediate dissemination.



**TOLENTINO G. AQUINO**  
Director IV

CLMD-LRMS/gaa.nmcb/RM\_LocalBookFair&FinalizationofPriorityLists  
May 13, 2025

