



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF SAGAY CITY

MAY 07 2025

**DIVISION MEMORANDUM**

No. 293, s. 2025

**SUMMER BOOK REPAIR 2025: ORIENTATION-WORKSHOP ON  
 PROPER HANDLING OF BOOKS AND OTHER LEARNING  
 RESOURCES**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID & SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The DepEd-Sagay City Library Hub will be conducting its Annual Summer Book Repair Activity on May 13-17, 2025. This is a voluntary activity open to all teaching and non-teaching personnel of this division.
2. The primary objectives of this initiative are to:
  - a) Foster a sense of ownership among participants toward the library and its collections.
  - b) provide opportunities for participants to become more familiar with the library holdings
  - c) repair books with torn but complete pages, and
  - d) cover the newly acquired books to ensure their longevity and readiness for use in the upcoming school year 2025-2026.
3. Teaching personnel are encouraged to participate and may choose from the available schedule or volunteer for the entire duration of the activity. However, non-teaching personnel may likewise join and may opt to render their services on any scheduled day or on Saturday, depending on their availability.
4. Volunteer-participants will be granted official service credits corresponding to the actual number of hours in attendance, in accordance with DepEd Order No. 13, s. 2024.
5. Your support in this endeavor is highly appreciated.
6. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**

OIC - Schools Division Superintendent



Encl as stated:

Reference: NONE

To be included in the perpetual index under the following subjects:

**TEACHERS PERSONNEL**

**LRMS**

**LIBRARY HUB**

LRMS\_LibHub\_ALINGCO\_Memo\_Summer Book Repair\_2025  
 May 2, 2025



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
 Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph