



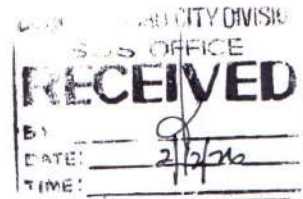
Republic of the Philippines
City Government of Ligao
Ligao City Heritage Library and Museum
Ligao City, Albay



February 12, 2026

22326143

Dr. Nympha D. Guemo
Schools Division Superintendent
Division of Ligao
Binatagan, Ligao City



Thru: **Grace G. Saret, RL**
Librarian II
Schools Division of Ligao

Dear Ma'am,

Greetings from the Ligao City Heritage Library and Museum!

The Ligao City Heritage Library and Museum respectfully seek your permission for the participation of our target school library in-charge in the upcoming seminar entitled Libraries for Learning: Management and Organization for DepEd School Library In-Charge, scheduled on March 19, 2026, at 8:30 a.m.

This seminar is designed specifically for DepEd School Library In-Charge, with the following objective:

1. To provide updated knowledge and guidelines on the management of school library media centers and library organization, ensuring alignment with DepEd policies and best practices, as provided in **DepEd Order No. 56, s. 2011 (Standards for Philippine Libraries)**.

To facilitate smooth registration, participants are requested to accomplish the online form through the following link: <https://forms.gle/ht6JnmjcHdCX4yUi8>

We believe that the seminar will greatly enhance the professional competence of our school library staff and strengthen the implementation of DepEd standards in managing school library media centers.

In view of this, may we kindly request your approval for the attendance of the identified participants from our division.

Thank you very much for your support in advancing our school libraries as vital centers for learning.

Respectfully yours,

Edilberto G. Sinfuego, Jr, RL, LPT
Librarian I

Noted by:

Mark Anthony D. Dela Torre
Administrative Officer IV

Feb. 23, 2026
R. Sch. Heads
Participation is
on voluntary basis.
Done in this class
by absent.