



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



DIVISION MEMORANDUM

TO : Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Section/Unit Heads
All Other SDO-based Personnel

FROM :  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT : **2023 NATIONAL READING MONTH CELEBRATION IN
SCHOOLS DIVISION OFFICE OF MARINDUQUE**

DATE : October 31, 2023

1. In celebration of 2023 National Reading Month, this Office through Curriculum Implementation Division – Learning Resource Management Section, announces its partaking in this month-long activities.
2. The activity aims to:
 - a. celebrate the National Reading Month within the Schools Division Office to let SDO based personnel experience the fun of reading despite their busy schedule on their workload;
 - b. let SDO-based personnel experience the borrowing of books in our library hub for them to know the other structures of the Department; and
 - c. let non-teaching personnel realize that love for reading must start within ourselves for us to share the fun experiences to our learners.
3. Each functional division shall designate a Reading Coordinator for smooth conduct of activities. Likewise, a book corner within respective office shall likewise be identified.
4. Attached are the Flow of activities, Guidelines on Borrowing Books from Library Hub and Tasks of Reading Coordinator.
5. Immediate dissemination of this Memorandum is desired.

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Lead to Excel, Excel to Lead."*

Enclosure 1 to Division Memorandum re: 2023 National Reading Month Celebration in Schools Division Office of Marinduque dated October 31, 2023

FLOW OF ACTIVITIES

Date/Time	Activity	Description	Participants
November 6, 2023	Kick-off Program	The activity will commence the month-long celebration. A short program and a session about reading will be conducted.	All SDO-based Personnel
All Mondays of November (6, 13, 20, 28)	Storytelling	SDO-based personnel will showcase their hidden talent on storytelling.	Select SDO-based personnel
	ZumBook	Dance for a book activity aims to gather *Supplementary Reading Materials (SRMs) that will be donated to chosen school/s.	All SDO-based personnel
Whole month of November	DEAR Time	A 30-minute activity that will cause SDO-based personnel to pause on whatever they are doing to give way on reading at 3:00PM. This will be done on respective Offices.	All SDO-based personnel
November 28, 2023	National Book Week	A short information dissemination about National Book Week during Flag Ceremony.	All SDO-based personnel
November 30, 2023	Culminating Activity	A program to conclude the long-month celebration <ul style="list-style-type: none"> - Turnover of collected SRMs to chosen school/s - Dress-a-Character of local (Original Pinoy Story) favorite read story - Awarding of Certificates 	All SDO-based Personnel

*Supplementary Reading Material/s (SRMs) are additional reading materials that will develop desirable reading habit and skills for learners such as published storybooks and big books, and other reading materials.

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Enclosure 2 to Division Memorandum re: 2023 National Reading Month Celebration in Schools Division Office of Marinduque dated October 31, 2023

GUIDELINES ON BORROWING BOOKS FROM LIBRARY HUB

1. The Reading Coordinator must choose the titles of books to be borrowed from the available SRMs in the Library Hub.
2. Each functional division can borrow a maximum of ten (10) titles with five (5) copies each title.
3. Borrowing and returning of materials from the Library Hub should be recorded both by the Reading Coordinator and Library Hub Designate.
4. Borrowing and returning of books are done every Monday. Borrowed reading materials can be used up to five (5) working days. Start of borrowing is on November 3, 2023 and last returning date is on November 30, 2023.
5. Reading of supplementary reading materials should be done during DEAR Time at 3:00 PM every day.
6. Proper handling of books shall at all times be observed.
7. Remember that books are good. Thus, enjoy the fun of reading and be like a child.

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Enclosure 3 to Division Memorandum re: 2023 National Reading Month Celebration in Schools Division Office of Marinduque dated October 31, 2023

TERMS OF REFERENCE FOR UNIT/SECTION READING COORDINATOR

1. Leads and facilitates the team during Reading Time Activity.
2. He/She is the authorized person to facilitate the borrowing of books from the Library Hub.
3. Reminds his/her colleagues on the activities to be done on Reading month-long celebration.
4. Acts as documenter during DEAR Time Activity in their respective unit/section.
5. Post photos in the SDO GC taken during DEAR Time Activity.

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