



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 August 2025

DIVISION MEMORANDUM
No. 565 s. 2025

**CONDUCT OF EDUCATIONAL LIBRARY TOUR AT THE CITY SCHOOLS
DIVISION OF THE CITY OF TAYABAS-LEARNING RESOURCE
MANAGEMENT SECTION WITH SAFETY GUIDELINES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In support of DepEd's advocacy to promote a culture of reading and appreciation of library resources, the **City Schools Division of the City of Tayabas** through the **Curriculum Implementation Division (CID)**, shall conduct of Educational Library Tour for selected learners at the Learning Resource Management Section (LRMS) located at Brgy. Potol, Tayabas City.
2. This initiative aims to expose learners to the function and importance of the library as a learning resource center and to develop their interest in reading and lifelong learning.
3. The following are the key components of the activity:
 - a. **Library Orientation**
An introductory session to familiarize learners with the library's sections, services, and how to properly utilize its resources.
 - b. **Guided Browsing of Materials**
Learners will have the opportunity to explore a wide selection of print and digital learning resources with guidance from LR personnel.
 - c. **Storytelling Session**
An interactive and engaging storytelling activity aimed at promoting listening skills, imagination, and love for reading.
 - d. **Reflection and Sharing**
Participants will reflect on their learning experience and share insights or favorite parts of the activity with peers.
 - e. **Photo Opportunity**
A brief photo session to document the visit and highlight the learners' engagement during the library tour.

4. The activity will run from **September 02, 2025 to March 30, 2026**. Each participating school is encouraged to send a maximum of **10 learners**, preferably from Grades 4 to 12, accompanied by a teacher-adviser. **Participation in this activity is voluntary and not mandatory.** To ensure safety and compliance with DepEd policies, the following guidelines shall be strictly observed:

- a. Written parental/guardian consent is required for all participating learners.
- b. A designated teacher-adviser must accompany the learners at all times.
- c. Schools from remote or hard-to-reach areas may participate voluntarily, subject to transportation availability and learner safety.
- d. Activities shall comply with **DepEd Order No. 66, s. 2017** on the conduct of off-campus activities, including the preparation of a School Safety Plan.
- e. All participants must observe minimum health and safety protocols, and emergency contact information must be submitted prior to the activity.
- f. Participating schools are kindly requested to coordinate their preferred schedule with the Learning Resource (LR) Team in advance to ensure proper accommodation and planning.

5. Attached is the parental consent form for educational library tour.

6. Travel expenses incurred during the travel to be charged against available local funds, subject to the usual accounting rules and regulations of the government.

7. For immediate and wide dissemination of this Memorandum is enjoined.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ, EdD
Chief Education Supervisor – CID
Officer-in-Charge

Encl.: As stated

Reference: DepEd Order No. 64 s.2009

To be indicated in the Perpetual Index
under the following subjects:

BOOKMOBILE

CID- conduct of educational library tour at the city schools division of the city of tayabas-learning resource management section with safety guidelines
CIDRMJHK-002058 /August 18, 2025

Enclosure 1

PARENTAL CONSENT FORM FOR EDUCATIONAL LIBRARY TOUR

Date: _____

To: The Parent/Guardian of _____

Grade & Section: _____

Dear Parent/Guardian,

Greetings!

We are pleased to inform you that your child has been selected to participate in an **Educational Library Tour** organized by **[School Name]** as part of our efforts to promote literacy, love for reading, and research skills among our students.

In line with this, we seek your permission to allow your child to join the said activity. Please fill out and return the form below on or before **[Deadline Date]**.

Should you have any questions or concerns, feel free to contact us through **[Adviser's Name/Contact Info]**.

Thank you very much for your continued support.

Respectfully yours,

[Name of Principal]
Principal, [School Name]

Enclosure 2

PARENTAL CONSENT FORM

I, _____, parent/guardian of _____,
(Parent/Guardian's Full Name) (Name of Learner) from
Grade _____ Section _____, hereby give my consent for my child to
participate in the **Educational Library Tour** organized by [School Name], to be held
at the City Schools Division of the City of Tayabas-Learning Resource Management
Section (LRMS), Brgy. Potol, Tayabas City, on the scheduled date provided by the
school.

I understand that:

- This activity is **voluntary and not mandatory**.
- My child will be supervised by a designated teacher/adviser during the activity.
- Necessary safety measures, including adherence to **DepEd Order No. 66, s. 2017** and applicable health protocols, will be in place.
- I may be contacted immediately in case of emergency using the information below.

Emergency Contact Number: _____

Relationship to Learner: _____

Signature of Parent/Guardian: _____

Date Signed: _____