Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2024-0229

To   : Assistant Schools Division Superintendent
          Chief of Curriculum Implementation Division (CID)
          MAY H. ZARATE – Librarian II

Subject : **PARTICIPATION IN THE TRAINING-WORKSHOP ON KOHA LIBRARY MANAGEMENT SYSTEM FOR SCHOOLS DIVISION OFFICE LIBRARIANS**

Date   : April 12, 2024

Pursuant to Regional Memorandum CLMD-2024-185, please be informed that **May H. Hintay**, Division Librarian II, has been identified to attend the Training-Workshop on KOHA Library Management System for Schools Division Office Librarians on April 18-19, 2024 at Davao City Library and Information Center, Bangoy ST., Poblacion District, Davao City.

Board and lodging and transportation expenses shall be charged against local funds, while meal expenses on April 18, 2024 shall be charged against ROP Funds, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

For and in the Absence of the Schools Division Superintendent

BASILIO P. MANA-AY, JR. CESO VI
Assistant Schools Division Superintendent

Enclosed: As stated.
CID/jey/dca

R E L E A S E D

APR 1 5 2024

RECORDS SECTION SDO PANABO CITY
BY_____

Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.

REGIONAL MEMORANDUM
CLMD-2024-185

To : Schools Division Superintendents

Subject : TRAINING-WORKSHOP ON KOHA LIBRARY MANAGEMENT SYSTEM FOR SCHOOLS DIVISION OFFICE LIBRARIANS

Date : April 8, 2024

Relative to Memorandum BLR-2023-07-1126, on the use of KOHA Library Management System, this Office will conduct the **Training-Workshop on KOHA Library Management System for Schools Division Office Librarians** on April 18-19, 2024 at Davao City Library and Information Center, Bangoy St., Poblacion District, Davao City.

List of participants and details of the activity are found in the enclosure.

Travel, board and lodging expenses shall be charged against local funds, while the meal expenses on April 18, 2024 (Day 1) shall be charged against ROP funds, subject to the usual government accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

By the Authority of the Regional Director

Enclosed: As stated.

ROC12/aca

REBONFAMIL R. BAGUIO
Director III   11 APR 2024

DepED
MATATAG
BAGONG PILIPINAS

Training-Workshop on KOHA Library Management System
School Division Office Librarians
April 18-19, 2024
Davao City Library and Information Center,
Davao City

List of Participants

Name	Designation	Office/Station
Management Team		
Mary Jean B. Aldeguer	Chief, CLMD	RO XI-CLMD
Analiza C. Almazan	EPS, LR Manager	RO XI-CLMD
Peter M. Cainglet	Librarian II	RO XI-CLMD
Mary Ann H. Acosta	Teaching Aid Specialist	RO XI-CLMD
Aurora I. Lagrama	Administrative Assistant II	RO XI-CLMD
Jashua C. Wong	Computer Programmer II	RO XI-IT Unit
Brenda S. Belonio	EPS (For QAME)	RO XI-QAD
Librarians		
Rosalie G. Antipuesto	Librarian II	SDO Davao City
Venus L. de Castro	Librarian I	SDO Davao City
Arlene U. Lastimoso	Librarian II	SDO Davao Occidental
Alpha Amor G. Manglicmot	Librarian II	SDO Davao del Sur
Juvy A. Comaingking	Librarian II	SDO Digos City
Teresita Helgason	EPS, LR Manager	SDO IGACOS
May H. Zarate	Librarian II	SDO Panabo City
Jeffrey E. Santiago	Librarian II	SDO Tagum City
Charline V. Udani	Librarian II	SDO Davao del Norte
Leah L. Baruiz	Librarian II	SDO Davao de Oro
Juvessa V. Estrella	Librarian II	SDO Davao Oriental
Ailyn V. Ponce	Librarian II	SDO Mati City
Resource Person		
Benjade T. Palmero	Technical Assistant	University of Mindanao-Bansalan

Prepared by:

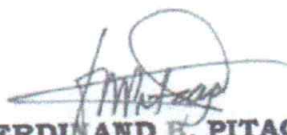**ANALIZA C. ALMAZAN**
EPS-LRMS Manager

Republic of the Philippines
Department of Education
INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

MEMORANDUM
08 August 2023

FOR   :   **ARIZ DELSON ACAY D. CAWILAN**
Director IV
Bureau of Learning Resources

FROM   :   **FERDINAND B. PITAGAN, PhD**
Director IV
Information and Communications Technology Service

SUBJECT   :   **RE: REQUEST FOR RECOMMENDATIONS ON THE COMPUTER SPECIFICATIONS FOR THE INSTALLATION OF THE KOHA LIBRARY MANAGEMENT SYSTEM FOR THE DEPED CENTRAL OFFICE LIBRARY**

This is in response to your office memorandum **BLR-2023-07-1126** dated *August 1, 2023*, seeking recommendations for improved computer specifications to support the **Koha Library Management System**.

Upon conducting a thorough review of the data presented in the memorandum, the **Information and Communications Technology Service (ICTS)** is pleased to submit our suggestions concerning the essential computer specifications and technical guidance needed to successfully deploy the system.

Based on the data shared by the National Library of the Philippines (NLP), it appears that a computer with an *i5 processor, a 1 Terabyte Hard Disk Drive, and at least 8GB of RAM* would meet the requirements for operating the **Koha Library Management System**. Nonetheless, considering the dynamic nature of technology and anticipated future needs, we propose adopting specifications that align with the *DepEd Computerization Program (DCP) 2022 eLearning laptop* specifications. This approach will guarantee optimal system performance and longevity.

LAPTOP SPECIFICATION

Processor	• 10 Cores • 12 Threads • 12 MB Cache • 1.3GHz Base Speed, 4.4GHz with Turbo Speed OR • 6 Cores • 12 Threads • 16MB Cache • 2.3GHz Base Speed , 4.3GHz with Turbo Speed
Memory	• 8 GB DDR4 3200Mhz
Monitor	• Screen Size: Min 14" • Resolution: Min 1920 x 1080 (Full HD), 1080p • LED-Backlit OR IPS Technology with Anti-Glare
Storage	• 1 TB NVMe M.2 SSD
Audio	• 2W x 2 Built-in Speakers • ∅ 3.5mm standard headphone jack
Camera	• Built-in 720P HD
Connectivity	• Wireless LAN 802.11 b/g /n/ac/ax • Bluetooth 5.0 • Built-in wireless screen mirroring
Ports	• 1 x USB – Type C • 2 x USB 3.0 or 3.1 • 1 x Combo Audio jack • 1 x HDMI or Micro HDMI *(USB conversion/ extension/ adapter are not allowed)*
Weight	• Max 1.8 kgs
Keyboard	• US English Layout • Standard Size • Backlit
Touchpad	• Multi-touch or Touch Pad with 2 Buttons
Power Adapter	• Type-C or standard AC/DC Adapter
Battery	• At least 41 Wh • 5 hours minimum run time

These specifications should provide a more robust computing environment, ensuring a seamless experience for users interacting with the system.

Furthermore, we are pleased to offer our support in the form of a technical expert from our team to assist in the installation and provide ongoing technical assistance for the Koha Library Management System. Our expert will work closely with your team to ensure a smooth setup and address any technical challenges that may arise during the implementation process.

Thank you for considering our recommendations.

Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

MEMORANDUM
BLR-2023-07-1126

FOR	:	**FERDINAND B. PITAGAN**
		Director IV
		Information and Communications Technology Service
FROM	:	**ARIZ DELSON ACAY D. CAWILAN**
		Director IV
SUBJECT	:	**REQUEST FOR RECOMMENDATIONS ON THE COMPUTER SPECIFICATIONS FOR THE INSTALLATION OF THE KOHA LIBRARY MANAGEMENT SYSTEM FOR THE DEPED CENTRAL OFFICE LIBRARY**
DATE	:	**August 1, 2023**

The Bureau of Learning Resources (BLR) plans to use a Koha Library Management System for the DepEd Central Office Library. It is a web-based integrated library system used by the National Library of the Philippines (NLP) with a range of features including Online Public Access Catalog (OPAC), an interface for library users to perform tasks such as searching and reserving items.
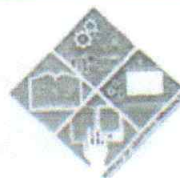
The NLP informed the BLR that the required minimum specification needed is i5 computer with a 1 terabyte hard disk drive and with at least 8GB RAM and they will freely install the said software and provide future technical assistance. Attached is NLP's response regarding this concern.

In this regard, we are seeking ICTS's recommendations for better computer specification to be included for DepEd's procurement. BLR shall also request for a technical person from ICTS who will assist in the installation and other related technical assistance relative to this matter.

For your consideration and appropriate action.

Attached: as stated

LRQAD-07-2023-442

(Head Office) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos.: (02) 8634-1072; 8634-0901; 8634-1054
Email Address: blr.od@deped.gov.ph; blr.lrpd@deped.gov.ph; blr.lrqad@deped.gov.ph

(Cebu Office) Ecotech Compound Sudlon, Lahug, Cebu City
Telephone Nos.: PLDT (032) 230-7939; (032) 230-7948;
Globe No.: (032) 414-5690
Email Address: blr.cebu@deped.gov.ph

DepED

Fwd: Koha ILS Hardware Requirements

1 message

MARLON OMPOC <marlon.ompoc@deped.gov.ph>
To: Learning Resources Quality Assurance Division <blr.lrqad@deped.gov.ph>

Wed, Jul 26, 2023 at 11:35 AM

---------- Forwarded message ----------
From: **Ana Fe Azuela** <afvazuela@nlp.gov.ph>
Date: Tue, Jul 25, 2023 at 2:25 PM
Subject: Koha ILS Hardware Requirements
To: <marlon.ompoc@deped.gov.ph>

Dear Sir Ompoc,

We will be glad to assist you with the Koha ILS acquisition.

Kindly prepare an i5 computer with a 1 terabyte hard disk drive and with at least 8GB RAM.

You can bring the above hardware to our office for installation. Otherwise, we can schedule a remote installation provided you have already installed the Ubuntu 22.04 operating system and Teamviewer on your server.

Thank you.

Respectfully,

Ana Fe V. Azuela
Computer Programmer II / Basic Koha ILS Trainer
Information Technology Division, National Library of the Philippines
T.M. Kalaw St., Manila Tel. # : (02) 336-7200 loc. 201
Mobile #: 639178469775 (globe); 639995747987 (smart)

We would love to hear from you. Please fill out our feedback form at https://tinyurl.com/itd-itservices. Thank you.