



DepED
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
Dagupan City

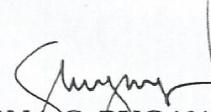


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DIVISION MEMORANDUM

NO. 23, s. 2017

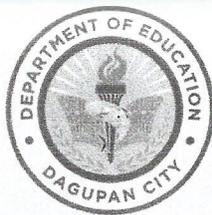
TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors/Specialists
Public Schools District Supervisors
Elementary and Secondary Principals/School Heads
All others Concerned

FROM: 
LORNA G. BUGAYONG, Ph.D., CESO VI
Schools Division Superintendent

DATE: October 9, 2017

SUBJECT: Division Seminar-Workshop on Library Skills Development and Enhancement
for School/Teacher-Librarians

1. The Schools Division of Dagupan City through the Curriculum Implementation Division shall conduct two (2) Day Division Seminar-Workshop on Library Skills Development and Enhancement for School/Teacher-Librarians at Teachers Hall, Dagupan City on October 23-24, 2017.
2. The seminar-workshop aims to help the School/Teachers Librarians to:
 - a. enhance their skills in management and organization of school libraries.
 - b. strengthen the implementation of DepEd Order No. 56, s. 2011: school library is integral and indispensable.
 - c. develop and upgrade their knowledge on how to establish and maintain functional learning resource centers (LRCs) through sharing of emerging practices, issues and concerns.
 - d. accomplish main entry and other entries on cataloguing and indexing.
3. The participants to this training are the School Librarians/Teacher-Librarians of both Elementary and Secondary (*one per library*). Integrated Schools shall also send their designated Teacher-Librarians for junior/senior high school libraries whether existing or not.
4. Each participant should bring laptop, pocket wifi, and extension cord for encoding catalog and for evaluating training sessions. Also, each participant should bring three (3) different titles of fiction/non-fiction books and two (2) different titles of magazines/journals to be utilized during workshops.
5. No registration fee shall be collected. Meals and other expenses shall be charged against HRTD Funds subject to the usual accounting and auditing rules and regulations.
6. Attached is the Training Matrix for your reference and guidance.
7. Immediate dissemination of this Memorandum is desired.



Department of Education
 Region I
 SCHOOLS DIVISION OFFICE
 DAGUPAN CITY
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**TRAINING MATRIX ON THE 2-DAY DIVISION SEMINAR-WORKSHOP ON
 LIBRARY SKILLS DEVELOPMENT AND ENHANCEMENT FOR
 SCHOOL/TEACHER-LIBRARIANS**
 October 23-24, 2017

Time	Day 1 (October 23, 2017)	Day 2 (October 24, 2017)
7:30-8:00	Registration	
8:00-8:30	<p align="center">Opening Program</p> <p><i>National Anthem</i> AVP</p> <p><i>Prayer</i> AVP</p> <p><i>Welcome Remarks</i></p> <p align="center">Dr. Lourdes D. Servito Assist. Schools Division Superintendent</p> <p><i>Presentation of Participants</i></p> <p align="center">Mdm. Renata G. Rovillos Education Program Supervisor, LR</p> <p><i>Inspirational Message</i></p> <p align="center">Dr. Lorna G. Bugayong, CESO VI Schools Division Superintendent</p> <p><i>Training Overview</i></p> <p align="center">Dr. Venus Maria SM. Estonilo Chief Education Supervisor, CID</p>	Periodical Indexing
8:30-9:30	<p>Role of the 21st Century Teacher-Librarians in the K to12 Curriculum</p> <p>Facilitator:</p> <p>Mr. Rodante D. Llamas School Principal I, Pascuala G. Villamil ES</p>	
9:30-9:45	BREAK	
9:45-10:30	<p>Library Administration and Management with related laws and trends</p> <p>Facilitator:</p> <p>Mr. Jan Vincent D. Galvez Division Librarian</p>	The Basics in Classification and Cataloguing

Time	Day 1 (October 23, 2017)	Day 2 (October 24, 2017)
10:30:-12:00	Workshop on Action Plan on School Library Management Operations for SY 2017-2018 (<i>January –March 2018</i>) and SY 2018-2019.	Workshop on Indexing
12:00-1:00	HEALTH BREAK	
1:00-2:00	<i>Presentation of Output (Action plans)</i>	Workshop on Cataloguing
2:00-3:00	Sharing of Libraries' Emerging Practices, Issues and Concerns	
3:00-3:15	BREAK	
3:15-5:00	Mechanical Works in the Library Facilitator: Ms. Fe Cadiz, Registered Librarian School Librarian, DCNHS	Closing Program <i>Prayer</i> AVP <i>Pilipinas Kong Mahal</i> AVP <i>Words of Challenge</i> Dr. Venus Maria SM. Estonilo Chief Education Supervisor, CID <i>Distribution of Certificates</i>
Class Advisers Dr. Mitchelline Rivo <i>SEPS-HRTD</i> Mrs. Marjorie S. Rodriguez, RSW <i>PDO II, DRRM</i>		Master of Ceremony Mr. Lemuel Dino V. Visperas <i>PDO II,LR</i>