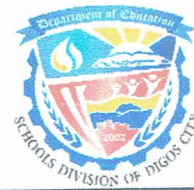




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



December 2, 2019

DIVISION MEMORANDUM

No. 1111, s. 2019

Attendance to Three-Day ICT Training-Workshop and Skills Development for School Librarians/School Library In-Charge

To : **Chief, Curriculum Implementation Division
All Secondary Schools Principals/Heads
All Elementary Schools Principals/Heads
Elementary and Secondary School Library In-Charge**

1. In pursuance to an unnumbered Regional Memorandum dated August 20, 2019, re: Training of Trainers for Teachers In-Charge of the School Libraries, the Schools Division of Digos City will conduct a **Three-Day ICT Training-Workshop and Skills Development for School Librarians/School Library In-Charge** on December 4-6, 2019
2. The venue shall be announced in a subsequent memorandum.
3. This workshop aims to:
 - Make school library functional and useful to all school's community
 - Capacitate School Library In-Charge on the different library skills
 - Craft and present the School Library Action Plan for SY 2019-2020 and Library Calendar of activities
4. The matrix of activities is herewith attached.
5. The participants in this training are the School Library In-Charge, one per school.
6. They are requested to bring laptop, extension cords and two (2) books (textbooks or reference materials.)
7. In preparation for the said activity, the following Learning Facilitators shall convene for the Coordination Meeting on December 3, 2019 at 3:00 PM at LRMS Office, Digos City Division:

Alma Miralles – DICNHS
Aida Duopan – DICCES
Emlyn Dingding – Matti NHS
Milnie Ipanag – Cogon ES
8. Travel and incidental expenses of the participants shall be charged against MOOE/local funds, while meals and snacks shall be charged against HRTD Funds, all subject to the usual government accounting and auditing rules and regulations.
9. For immediate dissemination, guidance and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
48556
DATE: DEC 03 2019 TIME: 4:20 PM

CRISTY C. EPE, CESE
Schools Division Superintendent

Encls: none

References: Unnumbered REGIONAL Memorandum: Training of Trainers for Teachers In-Charge of the School Libraries
To be included in the Perpetual Index under the following subjects:

Curriculum LRMS SCHOOL LIBRARY IN-CHARGE TRAINING- WORKSHOP
JAC: Attendance to three-day ICT Training-Workshop and Skills Development for Librarians/School Library In-Charge
date: December 3, 2019

ICT TRAINING-WORKSHOP AND SKILLS DEVELOPMENT FOR SCHOOL LIBRARIANS/LIBRARY IN-CHARGE

December 4-6, 2019

Digos City

Indicative Program of Activities

Time	December 4	December 5	December 6
	Arrival/Registration	Management of Learning	
7:30-8:00 am			
8:00-9:00 am	Opening Program: - Philippine National Anthem - Ecumenical Prayer - Digos City Hymn - Introduction of Participants - Welcome Remarks - Statement of Purpose - Presentation of Workshop Flow and Topics	Plenary Session 4: School Library Activities - Library orientation - Calendar of Activities By: Milnie Ipanag, LPT – Cogon ES Workshop 3: Calendar of Activities	Plenary Session 8: Transitional Growth Stages of School Library By: Aida Duropan, LPT – DCCES ES Workshop 4: Prepare a School Library 3 year plan
9:00-9:15 am	WORKING HEALTH BREAK	WORKING HEALTH BREAK	WORKING HEALTH BREAK
9:15-10:00 am	Plenary Session 1: The Vision and Mission of Public School Libraries By: Juvy A. Comaingking, RL- SDO Plenary Session 2: School Library Personnel, Collection & Physical Facilities By: Alma Miralles, RL- DCINHS	Plenary Session 5: Developing A Learner-Centered School Library By: Aida Duropan, LPT – DCCES ES Plenary Session 6: School Partners in School Library Establishment, Improvement & Management By: Juvy A. Comaingking, RL – SDO	Plenary Session 9: School Library: a Differentiated Learning Experience By: Myleen C. Robiños – PDO, SDO
10:00-12:00 nn	Lecture & Workshop 1: Book Processing By: Alma Miralles, RL- DCINHS	Plenary Session 7: Monitoring and Evaluation of School Libraries By: Juvy A. Comaingking, RL – SDO	Lecture & Hands 2 on: On LRMS Learning Resource Portal By: Myleen C. Robiños – PDO, SDO
12:00-1:00pm	LUNCH	LUNCH	LUNCH
1:00-3:00pm	Plenary Session 3: School Librarian: Duties and Responsibilities By: Milnie Ipanag, LPT – Cogon ES Lecture & Workshop 2: Card Catalog By: Emlyn Dingding, LPT – Matti NHS	Lecture and hands 1 on – InfoLib (OPAC) System By: Emlyn Dingding, LPT – Matti NHS	OPEN FORUM Closing Program - Prayer - Insights & Impression - Next steps & moving Forward - Challenge - Awarding of Certificates
3:00-3:15pm	WORKING HEALTH BREAK	WORKING HEALTH BREAK	HOME SWEET HOME
3:15-5:30pm	Cont. on Lecture & Workshop 2: Card Catalog By: Emlyn Dingding, LPT – Matti NHS	Cont. on Lecture and hands 1 on – InfoLib (OPAC) System By: Emlyn Dingding, LPT – Matti NHS	



PROJECT DESIGN

I. Title : Three-Day Training Workshop for Skills Development of the School Librarians/Library In-Charge

II. Schedule : December 4-6, 2019

III. Rationale

The School library is an indispensable unit of the school. It is very important in the attainment of the objective of education. Its main function is to make instructional materials available and accessible to teachers and learners in order to develop positive reading/study habits and develop the ability to use these materials efficiently and effectively as tools of learning.

Furthermore, the library is a service center, reading center, guidance center, materials production center and most importantly teaching-learning center. Hence, the library should be the center of a school being an integral and indispensable part of it.

In this premise, the School Library is vital in the realization of DepEd Digos City Division's vision of producing value-laden, patriotic, dynamic and globally competent learners. However, based on the consolidated School Library Profile Interpretation Form issued by the Central Office (DM-CI-2016-00159), only 14 out of 47 schools have libraries. Of the 14, only one library is functional and the rest are not functional in terms of space and location, services, collection management and acquisition.

To address this gap, there is a need of capacitating the teachers in managing the school libraries since most of the library in-charge are not licensed librarians. It is believed that through this training, all schools can establish their libraries and ensure their functionality.

In like manner, this training will take concrete steps towards integrating Gender and Development (GAD) concerning developmental processes specifically in Education Sector. Primordially, it is anchored on Republic Act 7192 "An Act Promoting the Integration of Women a Full and Equal Partners of Men in Development and Nation Building and for Other Purposes". The training will also recognize the equal control of female and male library in-charge all over the division of Digos City in terms of implementing and managing the school libraries accessible to male and female learners, teachers and other users.



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IV. Objectives

Terminal Objective

1. To make school library functional and useful to all school's community.

Enabling Objectives

1. To capacitate School Library In-Charge on the different Library Skills
2. To craft and present the individual School Library Action Plan for SY 2019-2020 and Library Calendar of activities.

V. Content/Matrix

This training-workshop covers the following activities:

Day 1

Time	Activity/Topic	Objectives/s	Output
7:300-8:00 AM	Arrival/Registration By: LR Personnel		Participants were duly registered
8:00-9:00 AM	Prefatory Activities National Anthem Invocation Digos City Hymn through AVP Presentation of Participants By: Myleen Robiños PDO II		Participants were set and ready for the activity
	Opening Remarks/Message By: Dr. Beverly S. Daugdaug Chief-CID		
	Rationale By: Mrs. Joy Fortun LR Manager		
	Presentation of Workshop Flow and Topics By: Juvy A. Comaingking		
9:00-10:00 AM	Powerpoint Presentation on the: 1. Mission and Vision of Public School Libraries	To understand the importance of library and learn how to market it to their school	



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	2. School Library Personnel, ★ Collection and Physical Facilities By:	community To learn the school library minimum requirements	
10:00-12:00 AM	Lecture and Workshop 1: Book Processing By:	To learn how to process books properly	Able to process at least one book.
12:00-1:00 PM	Lunch		
1:00-1:30	Makabayan Song Energizer		
1:30-2:30 PM	School Librarian: Duties and Responsibilities By:	To learn their duties and responsibilities	Crafted Oath of Commitment
2:30-5:00 PM	Lecture and Workshop 2: Cataloguing	To learn the Technical and Mechanical Processing of library collections	Catalogue Books

Day 2

8:15-9:15 PM	1. School Library Activities 2. Powerpoint Presentation on Library Orientation Sample By:	To promote different library activities and services	Calendar of Activities
9:15-10:00 AM	1. Developing a Learner-Centered School Library 2. School Partners in School Library Establishment, Improvement & Management By:		
10:00-10:15 AM	Energizer		



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10:15-12:00AM	Transitional Stages of Growth School Library	To learn how to improve their library and introduce innovation	
12:00-1:00 PM	Lunch		
1:00-1:30 PM	Makabayan Song Energizer		
1:30-3:30 AM	Continuation of Lecture/Workshop		Action Plan/School Library 3 year plan
3:30-5:00 PM	I. Presentation/ Discussion of Library Monitoring Tool By:	To be oriented with the necessary requirements in maintaining the school library	

Day 3

8:15-10:00	School Library: a Differentiated Learning Experience		
10:00-12:00	Lecture and Hands-on: LRMS Learning Resource Portal		
12:00-1:00	Lunch		
1:00-3:30	Lecture and Hands on – Infolib (OPAC) System		
3:30-4:30 PM	Closing Program Prayer Insights & Impressions Next Steps & moving forward Challenge Awarding of Certificates	CID Chief LR Personnel SMM & E Personnel	

VI. Methodologies:

- a. Lecture/Group Discussion/Presentation and Questioning



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VII. Expected Output

After this training, all School's Library In-Charge are expected to catalog a book, submit library action plan, and calendar of activities

VIII. Assessment of Learning

The output of the workshop will measure the knowledge gained from this training.

IX. Resource Package

The resource package to be used in this training is the National Orientation on School Library Establishment, Management and Improvement last November 26-30, 2018 at St. Giles, Makati City.

X. Learning Facilitators

The facilitators of this training are the SDO Librarian and the Four School Library In-Charge who attended the Training for Trainers conducted last September 25-27, 2019 at Ritz Hotel, Bo. Obrero, Davao City.

XI. Program Management

a. Management

- i. CID Chief*
- ii. LR Personnel*
- iii. Oversee the proceedings of the seminar*
- iv. Facilitate the smooth flow of the seminar*

b. Participants:

- i. School Library In-Charge*
- ii. LRMDL Personnel*
- iii. Perform the task given*

c. The QAME

- i. HRRD*
- ii. Monitor the conduct of the Seminar*
- iii. Evaluate the seminar and check materials as to GAD compliant*

XII. GAD Mainstreaming

Please see attached HGDG Checklist.



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XIII. Estimated Expenditures

Meals and Snacks	Php	82,500.00
Materials	Php	23,800.00

	Php	106,300.00

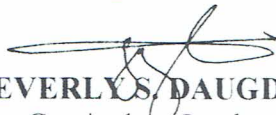
The budgetary details are to wit:

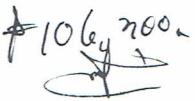
Nature	Quantity	Days	Unit Cost	Total Amount
Meals & Snacks, Venue charged to School MOOE	55	3	500.00	82,500
Materials:				
Hard Drive 1 (tera)	3		4,200	12,600
DVD-RW	100		47.00	4,700
Ballpen (blue)	60		15.00	900
Pencil	60		10.00	600
Coupon Bond (long)-reams	10		260	2,600
Coupon Bond (A4)-reams	10		240	2,400
Total				106,300.00

Prepared by:


JUVY A. COMANGKING
Librarian II-LRMDS

Recommending Approval:


BEVERLY S. DAUGDAUG, Ed. D.
Chief – Curriculum Implementation Division

Funds Available: 

NEPTUNE L. TAMBILAWAN
AO IV - Budget Officer

APPROVED:


CRISTY C. EPE, CESE
Schools Division Superintendent