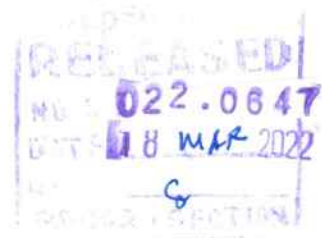





Republic of the Philippines  
Department of Education



<b>AUTHORITY TO TRAVEL</b>		CONTROL NO: 311
REGION	: <b>REGION VII – CENTRAL VISAYAS</b>	
DIVISION	: <b>SCHOOLS DIVISION OF NEGROS ORIENTAL</b>	
DATE OF FILING	March 16, 2022	
NAME/S & POSITION / DESIGNATION	MARICEL S. RASID – LIBRARIAN II	
PERMANENT STATION	SDO Negros Oriental	
PURPOSE OF TRAVEL	To attend the <b>Consultative Conference with the Division Librarians cum Workshop on the Library School Manual of Operations</b>	
ACTIVITY ORGANIZED / SPONSORED BY	DepEd, RO 7	
PERIOD COVERED	March 21 – 22, 2022	
PLEASE CHECK	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
VENUE / DESTINATION	Applied Nutrition Center, Banilad, Cebu City	
EXPENSES COVERED	Transportation and other related expenses and registration of One Thousand Five Hundred Pesos (1,500.00) for live-in participants (subject to the usual accounting and auditing rules and regulations).	
FUND SOURCE	Division/local MOOE funds	
<b>Recommending Approval:</b>		<b>Approved:</b>
 <b>NILITA L. RAGAY, EdD</b> OIC-Assistant Schools Division Superintendent Chief, CID		For the Schools Division Superintendent:   <b>LANI B. YURONG</b> Administrative Officer V Office In-Charger
Date: _____		Date: <u>3/17/2022</u>



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAR 16 2022

REGIONAL MEMORANDUM

No. 0223, s. 2022

**Consultative Conference with the Division Librarians cum Workshop on the Library School Manual of Operations**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Other Concerned

1. This Office, through the Curriculum and Learning Management Division, will conduct a **Consultative Conference with the Division Librarians cum Workshop on the Library School Manual of Operations** on March 21-22 at the Applied Nutrition Center, Banilad, Cebu City, inclusive of travel time. The activity will start at 1:00 PM on March 21, 2022, and will end at 12:00 PM on March 22, 2022.
2. The objectives of the activity are as follow:
  - a. discuss concerns of the librarian KRAs,
  - b. draft a Library School Manual of Operations,
  - c. gather data on issues and concerns in the management of libraries that will serve as the input to the TA plan,
  - d. validate the survey result of training conducted by SDOs; inventory of library hub, school libraries, division libraries, and
  - e. other matters.
3. Participants in this activity are Division Librarians of the 20 SDOs, CLMD chief, and the 4 Region LR Staff.
4. Transportation and other related expenses and registration of One Thousand Five Hundred Pesos (1,500.00) for live-in participants and One Thousand Two Hundred Pesos (1,200.00) for live-out participants will be charged against Division/Region MOOE Funds. The first meal will be PM snacks on March 21, 2022, and the last meal will be lunch on March 22, 2022. The registration fee shall be paid directly to the Region 7 Office Cashier. All expenses are subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum is directed.

  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**  
Director IV  
Regional Director

Enclosure 1:

**Consultative Conference with the Division Librarians cum Workshop on the Library School Manual of Operations**

Applied Nutrition Center  
March 21-22, 2022  
Matrix

March 21, 2022		
Time	Activity/Topic	In-charge /Facilitators
01:00-01:30	Opening Program	<b>Cheryl Mae Reyes</b> Division Librarian-Bais City Division
	• Nationalistic Song	AVP
	• Prayer	AVP
	• Acknowledgment of Participants	<b>Miss Maurita F. Ponce</b> LR-Education Program Supervisor
	• Message	<b>Dr. Maria Jesusa C. Despojo</b> Chief-CLMD
	• Inspirational Message	<b>Dr. Cristito A. Eco</b> Assistant Regional Director
	• Conference Proper	<b>Juanita F. Negapatan</b> Regional Librarian
01:31- 02:30	Division Librarian KRAs: discussion	<b>Juanita F. Negapatan</b> Regional Librarian <b>Ronilo Riconalla</b> Division Librarian Talisay
02:31-04:30	Draft School Library Manual of Operations and presentation of outputs	<b>Juanita F. Negapatan</b> Regional Librarian
04:31-05:30	DICT Updates of Tech4Ed and other projects Distribution of books	<b>Engr. Aries Zeta</b> Project Manager
05:31-06:31	Presentation of one-page accomplishment reports	<b>Julie Ann Tenefrancia</b> Division Librarian_Mандаue <b>Maricel Rasid</b> Division Librarian Negros Oriental
06:31-07:30	<b>Dinner</b>	
March 22, 2022		
08:00-08:30	MOL	<b>Emily Acabo</b> Division Librarian -Tagbilaran <b>Portia Villarin</b> Division Librarian-Siquijor
08:31-09:30	Gather data on issues and concerns in the management of libraries that will serve as the input to the TA plan, Consolidate the gathered data Discuss	<b>Juanita F. Negapatan</b> Regional Librarian <b>Vivian Guarin</b> Division Librarian-Cebu Province



09-31-10:30	Validate the survey result of training conducted by SDOs; inventory of library hub, school libraries, division libraries	<b>Juanita F. Negapatan</b> Regional Librarian <b>Maria Teresa Amion</b> Division Librarian Lapu-lapu
10:31-11:30	Other matters	<b>Juanita F. Negapatan</b> Regional Librarian
11:30-12:00	Closing Program	<b>Esther Jane Camero</b> Division Librarian-Guihulngan
	<ul style="list-style-type: none"> <li>• Nationalistic song</li> <li>• Insights</li> </ul>	<b>AVP</b>
		<b>Jocelyn Rotersos</b> Division Librarian Bohol
		<b>Carmela Mata</b> Division Librarian Bogo
		<b>Francisca Catubig</b> Division Librarian-Tanjay
	<ul style="list-style-type: none"> <li>• Turn-over of outputs</li> </ul>	<b>Raymond Ceniza</b> Division Librarian -Danao <b>Jerilyn Barsalis</b> Division Librarian-City of Naga <b>Joan Pajarilla</b> Division Librarian- Carcar
	<ul style="list-style-type: none"> <li>• Challenge</li> </ul>	<b>Dr. Maria Jesusa C. Despojo</b> Chief-CLMD
	<ul style="list-style-type: none"> <li>• Acceptance of Challenge</li> </ul>	<b>Leonardo Legaspi</b> Canlaon Division
	<ul style="list-style-type: none"> <li>• Next steps</li> </ul>	<b>Juanita F. Negapatan</b> Regional Librarian
<ul style="list-style-type: none"> <li>• Closing Prayer</li> </ul>	<b>Marilou Antonia Ouano</b> Division Librarian-Cebu City	
<ul style="list-style-type: none"> <li>• Community Singing</li> </ul>	<b>Maria Desiree Balicoco</b> Division Librarian -Toledo	

Enclosure 2 :

## List of Participants

<b>Division</b>	<b>Names</b>
Bais	Cheryl Mae Reyes
Bayawan	Franklin Alkuino
Bogo	Carmela Cuer Mata
Bohol	Jocelyn Rotersos
Canlaon	Leonardo Legaspi
Carcar	Joan Pajarilla
Cebu City	Marilou Antonia Ouano
Cebu Province	Vivian Guarin
City of Naga	Jerilyn Barsales
Danao	Raymond Ceniza
Dumaguete	Maricel Rama
Guihulngan	Esther Jane Camero
Lapu-Lapu	Maria Teresa Amion
Mandaue	Julie Ann Tenefrancia
Negros Oriental	Maricel Rasid
Siquijor	Portia Villarin
Tagbilaran	Emily Acabo
Talisay	Ronilo Riconalla
Tanjay	Francisca Catubig
Toledo	Maria Desiree Balicoco
CLMD	Ma. Jesusa Despojo
CLMD:LR	Maurita Ponce
CLMD:LR:Library	Juanita Negapatan
CLMD:LR	Lorideth Edicto
CLMD:LR	Jazmin Jabil